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# NAVY SERVICE

A SHORT HISTORY OF THE  
UNITED STATES NAVAL TRAINING SCHOOL (WR)  
BRONX, NEW YORK



COMPILED BY THE PUBLIC RELATIONS OFFICE, U.S.N.T.S. (WR)





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# U.S. NAVAL TRAINING SCHOOL (WR)

BRONX, NEW YORK 63, N.Y.



AREAS IN  
GRAY ARE  
OUT OF BOUNDS

RESERVOIR



OFFICERS'  
QUARTERS

TELEPHONE  
CENTER

W. 197<sup>TH</sup> ST.

STRONG ST.

W. 195<sup>TH</sup> ST.

TELEPHONE  
CENTER

BEDFORD PARK B'L'V'D.

GILLET

AMPHI-  
THEATER

STUDENT

GYM

DAVIS

WALTON H.S.  
IN BOUNDS ON SPECIAL OCCASIONS

WEST 195<sup>TH</sup> STREET

ARMORY

IN BOUNDS ON SPECIAL OCCASIONS

GOULDEN AVE.

RESERVOIR AVE.

PAUL AVENUE

JEROME AVENUE

GATE No. 4

GATE No. 3

GATE No. 2

GATE No. 1

GATE No. 5

GATE No. 6



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## INTRODUCTION

ON 9 January 1943, the Navy Department announced the imminent opening of the United States Naval Training School (WR) on the Hunter College Campus, The Bronx, New York, "where as many as 5,000 enlisted personnel of the Women's Reserve, U. S. Naval Reserve can be trained at one time." The expansion of the Waves, the Navy stated, "was decided upon directly as a result of the highly successful replacement of men by women in the various Naval districts and the bureaus of the Navy Department."

Opening of this school meant the termination of "boot" training at the U. S. Naval Training Schools at Cedar Falls, Iowa; Stillwater, Oklahoma; Madison, Wisconsin and Bloomington, Indiana.

A "noble experiment" was under way. It did not, as yet, have the favorable endorsement of a good many high-ranking Naval officers who could not envision women performing with dispatch, efficiency and endurance the shore jobs done by men of the Navy whom these women would replace. Fully aware of the experimental nature of the project, the Navy announced a conservative quota of 11,000 for the first year.

The extent to which that quota has been raised since the establishment of the Women's Reserve of the Navy is, of itself, proof of the successful application of Waves to the war effort.

On 8 February, more than 400 newly enlisted Waves and Spars (Women's Reserve of the Coast Guard Reserve) were officially sworn in at the New York City Hall and then taken to the new training school in the Bronx where they were to receive their basic Navy education. By 19 February, this small nucleus of lady sailors was swelled to 2,000, an equal number arriving every two weeks after that until the 6,000 figure was reached.

The "U.S.S. Hunter" was ready to operate. With what soon proved to be a too limited staff, with the need for visual aids — the expansion of classrooms, the general conversion of college class, administration and cafeteria buildings to meet the requirements of a Naval training school — 2,000 recruits in six weeks had learned the essentials of Naval Organization and Administration, Ships and Aircraft, Naval Personnel and Naval History.

This first contingent was shipped out in drafts to special training schools and direct assignments.

These 2,000 were perhaps more seriously tested than those who followed them to Naval training schools, bases, District Headquarters and the Washington Bureaus, for upon the satisfactory performance of their duties largely depended the future of the Women's Reserve and the willingness with which ranking Naval officers would see their male personnel replaced by Waves and Spars.

Tremendous enthusiasm for Navy life, the certain prerequisite for success was reported by officers at the "U.S.S. Hunter" after the first week of training. Already the recruits stood 24-hour watches and many a girl who had still to see the sea had acquired a salty — if abridged — vocabulary.

The addition on 3 March of 50 newly commissioned Wave officers from the Naval Reserve Midshipmen's School (WR), Northampton, Massachusetts, brought the complement of the "boot" school up to full strength for the first time. Many of the officers went on duty as Officers of the Day in the "barracks" — apartment buildings near the Hunter College Campus which were taken over by the Navy to house the trainees. Others went into Regimental jobs and some swelled the Physical Education and Instruction staffs.

When enlisted women in the Marine Reserve began training for their work of releasing "leathernecks" for overseas duty, they were admitted to the "U.S.S. Hunter" 26 March in the third draft of "boots." Seven hundred and forty-eight recruits comprised the first class which was lowered to 525 in subsequent bi-monthly drafts. The lady Marines were to be given the same basic instruction as Waves and Spars, except in drilling which was conducted by a Marine staff of 12 officers and 50 enlisted men, replaceable by Women Reserves when these had been trained for the work.

Like Waves and Spars, the Marines were sent from "boot" training to special training schools in all parts of the country, but certain qualified enlisted women were sent either to the Marine Quartermaster's School of Administration or the Motor Transport School, both at Camp Le Jeune, New River, North Carolina. During their basic training period the Marines, like the Waves and Spars, formed a separate military organization at the "U.S.S. Hunter," and lived in apartments set aside for Marines only. Special instruction in Marine Corps history and regulations and a certain amount of instruction in the knowledge of firearms distinguished their classes from those of Waves and Spars.

As the training school went into full swing, it was apparent to Captain William F. Amsden, Commanding Officer, that the project was not only



successful in its beginning, but that its value would increase in proportion to the growing variety of jobs to which new quotas of Women Reserves were admitted. With complete faith in the women being trained at his command, he instituted a program of expansion which included classrooms, Ship's Service, Commissary, administration and barracks. With equal confidence in those officers selected to head the various departments and offices, he gave encouragement to and kept minutely abreast of all plans for progressive reorganization which became desirable as the training school grew in personnel and importance.

Reports coming back to him from activities in which enlisted Women Reserves were participating ended on the same note — "Send us more!" The doubters were capitulating.

On 31 March, THIRD Naval District Headquarters announced, "Because of the increased demand by the Navy, Coast Guard and Marine Corps for women reserves to replace men in shore duty, the training period at the new Naval Training School, Women's Reserve, on the site of Hunter College, The Bronx, has been cut from six to four weeks."

Simultaneously, new advanced training schools were opened to recruits after basic instruction at "U.S.S. Hunter." Where previously, assignments of enlisted women were made only in radio, storekeeper and yeomen ratings, they were now available in the various aviation ground trade schools, synthetic gunnery instruction and aviation control tower operator's school.

This had considerable effect upon the program for visual aids and training devices which has, since its completion, been commended by Lieutenant Commander F. W. Noel, Officer-in-Charge of the Utilization and Evaluation Section, Training, Bureau of Personnel, Washington, D. C., in a memorandum to the Director of Training Activity as follows:

"The Officer-in-Charge of the Utilization and Evaluation Section observes that the organization and use of training aids at subject school constitutes the best situation which he has seen in the Navy to date. The officers responsible for this program are to be commended for their outstanding use of training aids."

Adding a new touch to the Waves' enlisted program, on 25 June, the "U.S.S. Hunter" sent out its first draft of recruits, rated as Specialists (R). During the following 12-month period Specialists (U) (later discontinued), (T), (S), (C), (M), (P) and Cooks and Bakers were rated at the training school in the Bronx, and as a consequence more and more men were released for sea duty. In fact by 7 July 1944, the number of male personnel at the "U.S.S. Hunter" had been reduced from 270 male personnel on board at the peak to 196, a total replacement of 74 men.

The "U.S.S. Hunter" became an all-Waves "boot" school when the Spars left for their new training school at Palm Beach, Florida on 12 June and the Marines left for their completed school at New River, North Carolina on 16 July 1943.

Since that time there have been many changes in organization, additions to training material and increases in the numbers of enlisted personnel in supervisory and teaching capacities. In the pages that follow, these changes will be set down by departments and offices

The story of the U. S. Naval Training School (WR), The Bronx, like that of other Naval training schools, like that of Waves on the job, is a success story. It is a story of serious endeavor, of full realization of the purpose of the Women's Reserve — not alone the release of men for sea duty, but the determination to serve well and faithfully in any capacity; to do, if possible, a better job than that done by the men previously on the job because that is what Navy men want if they are to hand over their jobs with confidence.

Admiral Ernest J. King, Commander-in-Chief of the U. S. Fleet and Chief of Naval Operations made this clear in his report on the progress and expansion of the Navy since the beginning of the war. He said of the Waves:

"It is a pleasure to report that in addition to their excellent reputation as a part of the Navy, they have become an inspiration to all hands in Naval uniform."

Shortly after release of this statement, the Navy Department announced that the actual proportion of women among the total Naval personnel in the Department on 31 March 1944, was 48.5 per cent. Since this date the graduation from basic training of some 6,700 Wave recruits and the assignment to billets of those completing advanced training have undoubtedly increased the percentage in Washington.

To emphasize further the evaluation of Waves by the men whom they have replaced, Edward R. Murrow reported from London on Sunday, 11 June, over the Columbia Broadcasting System:

"American women are in this war of liberation, too. The escort ships that protect our great convoys are manned, many of them, by officers and men of the United States Navy who were relieved for sea duty by America's Waves. Our invasion fleet is strengthened by thousands of seamen whose desk, shop or air base tasks back home are being ably performed by Waves. I've talked with a good many Navy men over here, and with some Navy pilots, too. Every one of them is proud of the women in the Navy. Each salutes the Wave who replaced him at home, and the more than 70,000 Waves of the U. S. Naval Reserve.



These men tell me that now that the great push is on, the Navy could use — that the Navy must have — thousands more Waves. Coming from these sea-bitten Navy men, I can think of no finer tribute to the women in Navy blue."

Rear Admiral W. B. Young, Chief of the Bureau of Supplies and Accounts spoke of his impressions, after a tour of coastal activities where Waves were on duty, in words that express the spirit that has grown up with the Women's Reserve:

"In hundreds of Naval activities ashore Waves have released men to fight. Enemy ships have been sunk because some of the crew aboard our vessels had been released for sea duty by members of the Women's Reserve who are doing their part in the war as eagerly as our fighting men. With unswerving patriotism Waves have accepted exacting duties and heavy responsibilities, realizing that the rich heritage this generation owes in great part to the courage and sacrifices of American pioneer women can be preserved only by the same virtues and resolute character. Our Waves reflect the highest quality of American womanhood. They have met the test of these times. They continue to serve effectively."

Aware of this heritage, "U.S.S. Hunter" endeavors to make clear to the trainees that the Naval service is a service, not a career, and that, above all, it is a service the Waves are privileged to render.





*Captain (then Lieutenant Commander) Mildred H. McAfee  
Speaks to First Group of Wave Recruits.*



*First "U.S.S. Hunter" Officers Arrive.*





*First New York Enlistees Sworn in Publicly.*



*They Take Their Oath.*





*First Group Marches  
up to the School.*



*Red Cross Serves First Meal to Officers.*





*Admiral Jacobs, Captain Amsden, Mayor LaGuardia.*



*Mayor LaGuardia, Captain McAfee, Admiral Jacobs.*





*Making First Colors at U. S. Naval Training School (WR).*



*Student Hall Scene of Commissioning Exercises.*



## COMMANDING OFFICER'S OFFICE

ON 27 December 1942, Captain William F. Amsden, USN, came from convoy duty in the Pacific to Hunter College in the Bronx, New York, on roving orders, to familiarize himself with the buildings of the college and the campus where some 5,000 young women a month were soon to take basic Naval training as Waves under his command.

Captain Amsden occupied, with a yeoman whom he borrowed from THIRD Naval District Headquarters, the small office now occupied by the Education Officer. From here he began to plan the readjustments necessary to convert the college into a military establishment. He and Lieutenant Elizabeth Reynard had selected Hunter College as the site of the new training school, and when their choice was confirmed by Vice-Admiral (then Rear-Admiral) Randall Jacobs, USN, Chief of the Bureau of Naval Personnel, and approved by the Navy Department, approximately 4,000 students were still attending classes.

As Captain Amsden says, every time he wanted to make a tour of the college to look at the various rooms he was obliged to take one of the college staff with him as a guide to avoid walking into embarrassing situations such as might be presented in the gym locker rooms!

It was not until January that the first four Women's Reserve officers, among them his present Aide, Lieutenant (jg) Frances McLeod, arrived and not until February that the first Executive Officer, Commander Herschel Smith, USN, reported for duty. In the meantime, Captain Amsden borrowed a Supply Officer from the District and began the immediate task of assembling beds, bunks, desks, linen, trucks — all the supplies necessary for housing and training approximately 5,000 recruits a month.

There was not much time in which to accomplish this. Captain Amsden's orders were written to assume command in February, and the school was scheduled to be commissioned on the 8th of that month. Until the commissioning, there had been assigned to his command no office heads to assist him in formulating the training program. The problems facing him were, therefore, even more prodigious than after the arrival of his staff officers.

Captain Amsden, himself, says that the establishment of the training school was "not so difficult," but one only has to know the work that was done in a month — the changes in construction of class and administration rooms and in the cafeteria; the organization of the Dispensary, Sick Bay and the Daisy Chain (for the medical examination of incoming recruits); the setting up of the Regimental organization; in addition to the infinite smaller but tedious problems — to appreciate the magnitude of his task.



The first male officer to report for duty was the First Lieutenant, Lieutenant Commander Bert C. McCulloch, whom Captain Amsden himself persuaded to come back from civilian life into the Navy to which he had previously given many years of service. Together they continued to tackle the problems arising hourly.

Because it was almost impossible to anticipate the rapidity with which the training school grew from the time it was commissioned, there were not sufficient barracks (apartment houses near the campus taken over by the Navy) to house the recruits as originally planned. In time, more buildings were acquired, among them one to be converted into Officers' Quarters.

Illness forced Captain Amsden to leave the school from the middle of February until April. During his absence, the "U.S.S. Hunter" continued on its "shakedown cruise," acquiring in March 50 newly commissioned officers from the Naval Reserve Midshipmen's School, Northampton, Massachusetts, the first substantial addition to the original group aboard at the opening of the Station.

It was a happy day for "all hands" when Captain Amsden was piped aboard to resume command of the training school.

The growth of the Waves "boot" school is a story of hard work, long hours, trial and error, and reorganization, but above all, of Captain Amsden's inspiring interest and pride in his command.



*Captain William F. Amsden, USN — Commanding Officer.*



*Officer Handing in Orders in  
Commanding Officer's Office.*



## SPECIAL EVENTS

ONE of the chief morale-building functions of the training program at the "U.S.S. Hunter" is the entertainment of the recruits. At this activity, it falls to two offices to maintain the high standards of the program. The Recreation Office is one, the Special Events Office under the supervision of the Assistant to the Commanding Officer, Lieutenant L. A. Mindling, USNR, is the second. Actually, the Special Events Office grew out of the activities of Lieutenant Mindling, who reported for duty at the U. S. Naval Training School (WR) May 10, 1943. Since then, he has been responsible for bringing to the station such well known stage, radio and movie stars as Frank Sinatra, Jack Haley, Eddie Cantor, Ray Milland and Hildegard.

Under the supervision of the Special Events Officer, various Wave coast-to-coast network broadcasts originate from the Little Theater in Student Hall. The first of these broadcasts was "Full Speed Ahead" over the WOR-Mutual network which started 8 July 1943 and ran for 57 weeks. "Women in Blue" — another coast-to-coast program — over the WJZ-Blue network, ran from 13 May to 9 September 1944. At present, "Waves on Parade" is heard over the WABC-CBS network every Monday, 1600 to 1630. Quite frequently the WOR-Mutual broadcast, "Navy Bulletin Board" originates from this activity. These broadcasts feature the station dance orchestra, Wave Singing Platoon and Wave vocalists, Specialists (S) 2c Rosemary Schlack and Dona Mason, and Yeoman 3c Elizabeth Wright as narrator in addition to top ranking admirals and news commentators as guests. The Wave Singing Platoon also has its own broadcast every Sunday afternoon preceding the New York Philharmonic Symphony Orchestra over the WABC-CBS network from 1455 to 1500.

Both programs, with their music, narration and vocal numbers, have been eminently successful and have made a considerable contribution to recruiting.

The Band Office, under the supervision of the Special Events Officer, fulfills many duties both military and entertaining. It supplies the Dance Orchestra, led by Musician 1c George Kaitz and the Military Band under the direction of Musician 1c Stanley Karlan. On Monday nights, the Dance Orchestra, vocalists and the Singing Platoon, directed by Specialist (S) 2c Jeanne Monroe, entertain the recruits at their Happy Hour with "pop" tunes, vocals and novelty routines. Every Wednesday, with a program similar to the Monday night Happy Hour, the Dance Orchestra entertains the patients at St. Albans Naval Hospital, Halloran General Hospital, Brooklyn Naval Hospital, or Veterans' Hospital.



A colorful part of every Regimental Review is the Military Band and the Wave Drum and Bugle Corps which was formed in mid-December, 1943. Additional duty for the Military Band is playing "morning colors" daily at 0800, unless the weather is exceptionally inclement, at which time a bugler is detailed to the duty. The band also plays daily noonday concerts outside Student Hall, weather permitting.

Music for the Outgoing Unit dances every other Friday night is provided by the station Dance Orchestra. Other bookings for the orchestra — participation in War Bond drives Red Cross drives and at functions requested by the Commandant of the THIRD Naval District — are made through the Special Events Office. Also included among the duties of this office is the procurement of special guests and broadcasts to originate from the "U.S.S. Hunter." Quite frequently, Ship's Company talent or Wave recruits, the Wave Singing Platoon or Wave Drum and Bugle Corps with the station Military Band are booked through the Special Events Office to appear on outside radio broadcasts or to make public appearances at rallies, recruiting drives and parades.

First formed by the Recreation Office with Regiment 13 in August, 1943, the Wave Singing Platoon, since 3 July 1944, under the supervision of the Special Events Officer, has become a traditional feature at the "U.S.S. Hunter." Singing at the Metropolitan Opera House on 1 January 1944, before the performance of "La Traviata" was the most exciting of a number of appearances for the eighty recruits chosen from every Regiment to make up the Singing Platoon. Conducted by Leopold Stokowski on one occasion at the station, singing with the Philharmonic Society of New York at the Society's Young People's Concert, and at rallies, War Bond and off-station programs the Singing Platoon has so distinguished itself that it is impossible to fulfill all requests for its appearance.

Under Lieutenant Mindling's supervision, War Bond programs held in the Amphitheater and open to civilians in the Bronx surpassed the most optimistic hopes for their success. The first Bond Show, "Waves In Training," held on 23 September 1943, produced \$6,500,000 in Bond sales, and the Special Fifth War Loan Drive Variety Show on 30 June 1943, produced \$8,403,200 — \$2,000,000 over the set quota.





*Singing Platoon Marching.*



*Singing Platoon Sings to Sell War Bonds to Civilians.*





*Band and Songsters.*



*Drum and Bugle Corps.*





*Hildegarde.*



*Gary Cooper.*



## PUBLIC RELATIONS OFFICE

**T**HE primary functions of a Public Relations Office, afloat or ashore, are: cooperation with the press, radio and photographic agencies engaged in disseminating public information in order to provide security of information, quick release of information and photographs and the development and publication of constructive facts and feature material relative to the Naval service, its material and its personnel.

To this end, Navy Public Relations at THIRD Naval District Headquarters, 90 Church Street, during the formative months of the U. S. Naval Training School (WR), Bronx, established its liaison between the Waves "boot" school and the press of the United States by sending Lieutenant Commander (then Lieutenant) Sterling Noel, USNR, to cover the news of its opening, its "shakedown" and the beginning of its development into a Naval training school of considerable size and importance. At 90 Church Street, Lieutenant Commander (then Lieutenant) E. P. Doyle, USNR, carried the ball from Lieutenant Noel to the press.

Much of the favorable publicity attending the "U.S.S. Hunter" in those early days was owing to the sure news sense and experienced judgment of these two Naval officers. After Lieutenant Commander Noel's detachment from THIRD Naval District Headquarters, it fell to Lieutenant Commander Doyle to steer the "U.S.S. Hunter's" Wave Public Relations Officer through a good many hazardous channels, none of which was more challenging than the knowledge that the Navy way was an unfamiliar, responsible and sometimes devious way to women wearing its "blues" for the first time.

Naturally, the early days of the Waves training school were the hardest. In cooperation with Lieutenant Commander Noel, Lieutenant (junior grade) (then Ensign) Helen Knox, also the station's Legal Officer, was obliged to deal with the many and sundry individuals, whether members of the press or of commercial enterprises, who saw in the school all the possibilities which women, for the first time in the military service of their country, promised to the feature writer, the sensation-seeker, the sob-sister.

There were, in addition to those recruits whose civilian lives were in every respect normal, untouched by tragedy or conflict and who constituted the general run of recruits, those who had joined the Waves because their husbands, fathers, brothers, sweethearts had been killed in action; there were young women tired of the restrictions of parent-supervised life or dissatisfied with civilian jobs. They made better "copy" than the average Wave, and it was indeed a problem for the Public Relations Officer to direct this "copy" away from lines unacceptable to the recruits themselves.



There were other problems, as well, that faced Lieutenant (jg) Knox. One might be exemplified by the objection she made to a cartoon which had a Procurement Selection Board by-pass "boot" school and classify a recruit named Marsha as a radio operator; pictured her, in winter time, wearing a white hat cover and carrying a brown bag; had her graduate from radio school at Wisconsin as an Ensign. Then, after replacing Bill Jones, radioman, she was described as a salty radioman third class but still pictured as wearing her Ensign's stripes.

This cartoon, which the Training Department had called to Miss Knox's attention because recruits arriving at the training school were coming imbued with information derived from such sources, was one of many such problems that beset the Public Relations Office before Waves became familiar figures throughout the country, and the press became more aware of their duties and the type of women wearing Navy blue.

At first, the photographs and press releases concerning the "U.S.S. Hunter" originated from District Public Relations. In time, it became necessary to establish a Public Relations Photographic section of the I. D. Photo Lab, which operated under the Senior Medical Officer, and to handle both photographs and press releases without the assistance of District Public Relations which would, however, remain in a consultative capacity.

The establishment of such a service relieved District and Washington Public Relations of routine "home town" material. The simplest way of fulfilling requests for releases and photographs of recruits from a particular district was to do so through officers "on the spot."

The Public Relations Form A which recruits filled out, giving their personal, professional and educational background were used to discover special feature stories and to serve as a file in fulfilling requests.

In August, 1943, when Lieutenant (jg) Knox was detached and Lieutenant (then Lieutenant junior grade) Helen Jacobs became Public Relations Officer, it was necessary to amplify the volume of material disseminated to District Procurement and Recruiting Offices. The Form A was revised to include more personal information and the Form B instituted to give a comprehensive personal background of some 5,000 recruits a month and to indicate the assignment of every recruit after graduation from "boot" training. The Form B, filled out by the recruits before leaving the station, is mailed to the District Procurement Offices concerned as soon as the drafts leave.

Charts are kept of the numbers of recruits from every state for every regiment, and are consulted in servicing districts where recruiting appears to be falling down. Requests made by District Procurement and Recruiting

Offices for photographs and stories of their enlistees are fulfilled up to an average of 1600 a month.

In January the Photographic Laboratory and the station newspaper, "Conning Tower," were put under the direction of the Public Relations Office. Lieutenant (jg) Elsie Thomas, the officer-in-charge of the Conning Tower," which was formerly under the Recreation Office, has brought the newspaper from its mimeographed form up to its finished form, editing, doing page make-up, supervising its publication and organizing a staff composed of recruits in training and ship's company to assist her and to contribute to the paper. In addition to this job, Lieutenant (jg) Thomas, with the aid of one enlisted assistant, did the layout for "A Boot's Eye View," a publication compiled in January, 1944, by the Public Relations Office from contributions of recruits for the purpose of telling their story of the training school.

As more than 60,000 enlisted Waves, graduated from the U. S. Naval Training School (WR), Bronx, have gone on to further specialized training and their Navy billets, the success of the Women's Reserve as an integral part of the war effort has aroused more and more interest throughout the country, and as a consequence, their "boot" school has become the object of ever-increasing publicity.

There have necessarily been changes in the set-up of both the Photo Lab, whose personnel has been increased by one seaman photographer, in addition to a Specialist (P)3c, and the Public Relations Office itself in order to meet the growing requests of Procurement and Recruiting Offices for action photographs of trainees. With the aid of two assistants — Lieutenant (jg) Jean Pierson and Ensign Priscilla Morgan — where there was formerly one, the duties of the Public Relations Officer, in addition to those described above, include the following which can be said to be typical of Public Relations responsibilities at any Wave training school:

1. Receive and act upon all correspondence directed to the Public Relations office.
2. Supervise all stories for any and all publications concerning the Naval Training School. This includes giving information of the school activities to reporters, escorting photographers and reporters on tours of school activities and arranging interviews.
3. Approve all publicity matters received by individual trainees.
4. Arrange all publicity appearances of members of the school staff and trainees in the nature of speeches or special interviews and photographs.



5. Proof-read and approve professional articles written by members of the school staff or trainees for publication.
6. Escort on tour of the school all visitors when directed by the Commanding Officer.
7. Arrange press conferences when directed by the Commanding Officer.
8. Draw up certain designated correspondence for the Commanding Officer.
9. Hold bi-monthly meetings of the "Conning Tower" staff and provide "Conning Tower" Officer with written and photographic material for publication in the newspaper.

This does not, of course, include the duties, in addition to clerical work, delegated to the Public Relations Yeomen who maintain the newspaper clipping file, contact all recruits required for various purposes by Public Relations, assist in escorting press representatives and photographers over the station and interview recruits when numbers to be interviewed make their assistance necessary.



*Writing Releases.*



*Interviewing Recruits.*





*Press Conference with Captain McAfee and Educational Council.*



*Public Relations Photographer.*





*Yeoman Replies to Procurement Request.*



*Identification Picture.*





*Printing Pictures.*



*Contact Printing of Identification  
Cards.*





*Photographic Laboratory Office.*



*Checking Form A for Stories.*





*Conning Tower Office.*



*Layout for Conning Tower.*

## CONNING TOWER

THE recruits' view of the Navy and of "boot" training in particular is reflected in the station newspaper, the "Conning Tower." Lieutenant (jg) Elsie Thomas has had charge of this publication from the very beginning of the school.

Formerly under the Recreation Office, and since January under Public Relations, the "Conning Tower" covers station activities, and features information about station personnel. The first two issues were mimeographed, while Lieutenant (jg) Thomas (then Ensign) investigated possibilities of having it printed. Arrangements were made with a local printer for the tabloid size newspaper printed on glossy paper. The first printed edition was four pages, but after that it varied from six to eight, depending on the amount of news material. The fifteenth issue, which featured the Third War Loan Drive, expanded to sixteen pages.

Each regiment coming aboard has its turn at issuing the "Conning Tower." The recruits write all the copy except the Ship's Company column, and Miss Thomas edits the material and does the page make-up of the paper.

Although the "Conning Tower" is published by and for the "boots," it has developed into a recruiting device, evidenced by the interest shown in it by Procurement and Recruiting Offices. The mailing list, which totals 350 addresses, includes Naval Districts, Procurement and Branch Procurement Offices and Recruiting Stations throughout the United States.



## PHOTOGRAPHIC LABORATORY

**T**HE Photographic Laboratory is divided into two parts: the section concerned with Identification Cards, and the photographic section concerned with Public Relations material. Both phases come under the Public Relations Office and the same dark room is used for the developing and printing of Identification Cards and publicity photographs.

The Identification Photo Laboratory, under Ensign Priscilla Morgan, turns out 1,680 Identification Cards every two weeks. This process includes picture taking, developing, printing, typing the information on the cards, fingerprinting the cards in the barracks, putting them in glassine folders and grommeting them.

Recruits' negatives are sent to the Personnel Office and put in the service jackets. Officers' negatives are given to the officers to keep in their possession and civilian negatives are kept on file in the Photo Laboratory. Also filed there are copies of letters from the Personnel Office authorizing the issuance of Identification Cards to replace those lost.

Identification Cards are among the most "secure" material on this station. Appropriate precautions are taken for the protection of material used in the making and the procedures for issuing them.

## RECREATION OFFICE

THERE have been many changes in the Recreation Office since it was established under Lieutenant (junior grade) (then Ensign) Kathleen Quinn with the beginning of the training school. Then, one desk, a bare office and a broken-down movie projector constituted Recreation at this activity.

From the first Regiments when the single movie projector had to be changed between reels while the audience sang, to today's two modern projectors, operating without a single mishap in Walton High School and during clement weather, in the Amphitheater, movies alone have come a long way. "Westerns" issued from the Brooklyn Navy Yard have been supplanted by the newest releases from motion picture distributors.

Working closely with the Welfare and Recreation Officer of the THIRD Naval District, the Recreation Office at this school succeeds in giving the "boots" both entertainment and participant recreational activities. Lieutenant (jg) Quinn was assisted in her duties from 3 March 1943 by Lieutenant (junior grade) (then Ensign) Ruth Hagenbuch who was attached to her office. Miss Hagenbuch became Recreation Officer when Miss Quinn was sent to temporary duty with Paramount Pictures in California.

USO concerts are the highlight of many recruits' training, affording an opportunity to see and hear famous artists. The Welfare and Recreation Officer of the THIRD Naval District schedules the dates for USO concerts and entertainment after which the Recreation Office here contacts Mr. Gino Baldini, head of the Concert Division of the USO. Mr. Baldini informs the Recreation Officer what the artists will need in the way of stage facilities, and acts in a liaison capacity.

Many of the world's leading artists have performed for the Waves at this training school, among them: José Iturbi, Helen Jepson, Alec Templeton, Igor Piatigorsky, Vladimir Horowitz and Leopold Stokowski. Radio and movie notables such as Frank Sinatra, Ray Milland, Hildegard and Kate Smith have contributed talent and time to the entertainment of the Waves.

Recreation's Specialists (S) work with the recruits in putting on the Thursday Regimental Variety show and the inter-Company sings. Recreation secured, in addition, the Armed Guard show which appears every other Sunday night and has made the bi-weekly journey from the Brooklyn Navy Yard since the earliest days of the school.

Under the auspices of the Recreation Office with the assistance of the



Band, which functions under the supervision of Lieutenant L. A. Mindling, Assistant to the Commanding Officer, a dance is held every other Friday night for the Outgoing Unit of Waves. Men for the occasion are secured through any Naval activity in the District.

The Specialists (S) who have been assigned to the Recreation Office in the past year have taken over the responsibilities of the Art Committee which holds regular sessions with recruits and furnishes them with materials to make posters and informative visual aids for barracks smoking-rooms. The Specialists (S) have also set up a Shore Liberty Service which operates on Wednesday, Thursday and Friday between 1100 and 1400 from a booth on the mezzanine of Student Hall. Here they dispense information about busses and train schedules, give out subway maps and maps of New York and admission tickets to dances and broadcasts.

The Recreation Office is responsible for the upkeep of the West Lounge, the recruits' glorified living-room, equipped with piano, music, record player, magazines, writing tables and games.

During the course of station reorganization, many projects that once came under Recreation were delegated to other offices, among them the station newspaper, "Conning Tower," which is now under the supervision of the Public Relations Office, and the Singing Platoon which is now under the supervision of the Band Officer.

Always anticipating the recruits' need for leisure time activities, the Recreation Office is well serving its purpose of morale building through entertainment, diversion and environment.



*Shore Liberty Information Booth.*



*Ticket to Carnegie Hall.*





*Practice for Regimental Show.*



*Posters in the Making in the Art Room.*





*Games in West Lounge.*



*Tennis Exhibition — Dorothy Round and Mary Hardwick, Former British Wightman Cup players.*





*Phonograph Records.*



*Ping Pong.*





*Vladimir Horowitz.*



*Leopold Stokowski and Wave.*





*Brian Aherne and Waves.*



*Alec Templeton, a Favorite.*





*Grand Opera Performance of "Barber of Seville."*



*Helen Jepson and Wave Rose.*



## EXECUTIVE OFFICER'S OFFICE

**A**S personnel officer charged with the responsibility of seeing that the Commanding Officer's orders are carried out, the Executive Officer, Commander Charles H. Morgan, USNR, has had a very important and constructive hand in the establishment of the U. S. Naval Training School (WR) as it operates today.

Commander Morgan reported for duty at the "U.S.S. Hunter" on 20 April 1943 from the Naval Reserve Midshipmen's School (WR), Northampton, Massachusetts, where he served a tour of duty from October, 1942, until detached in April, first as Officer-in-Charge of Communications and then as Instruction Officer. Arriving at Northampton at the same time as the first class of V-9 officer candidates, Commander Morgan had a part in the growth of the Wave officers' school as he did in the enlisted Waves' school.

But the experience he brought to both activities goes back to his duty at the Naval Training School, Great Lakes, Illinois to which he was ordered to duty from inactive status on 31 May 1940, and where he served at different times as Assistant District Communications Officer, Assistant District Enlisted Personnel Officer, Assistant Training Officer and Officer-in-Charge of Training, all for the NINTH Naval District.

By the time he was detached from the Great Lakes station, Commander Morgan had been instrumental in setting up forty-one training schools, many of them at colleges and universities in the District.

Believing that the Waves' training school should conform to the established set-up for Navy men's training schools, Commander Morgan was instrumental in carrying out the reorganization, under the Commanding Officer's orders, of the Regiments on the company plan calling for eighty recruits to a platoon, three platoons to a company in charge of a Company Commander with Specialists (S) — one to a section, where possible. Formerly, the size of the platoons and the numbers of recruits in each varied.

A believer in the delegation of authority, Commander Morgan gave to Company Commanders full responsibility for the activities and training of their companies and they, in turn, were authorized to place supervisory responsibility upon the Specialists (S). The result was a highly coherent unit of trained women.

In the matter of setting up, by authority of the Commanding Officer, departments and offices on the Navy men's training school plan, several offices not having a counterpart outside the "U.S.S. Hunter" were abolished, and others not formerly in existence, were established. Commander



Morgan had confidence, as did the Commanding Officer, that Wave officers with qualifications for the jobs were as able as male officers to head the departments and offices and as a result of this belief all but five, today, are headed by Women Reserves. The five exceptions are the Medical Department, Supply and Disbursing, First Lieutenant's Office, Selection Office and Provost Marshal's Office.

There is not space here to set down the many detailed progressive changes in the training structure of this school that are attributable to Commander Morgan's belief in the ability of the Women's Reserve of the Navy to conform to the pattern laid down for the men, and to his energies and vision as an organizer. The smoothly functioning "ship" that is the "U.S.S. Hunter" is itself, testimonial to these things as it is to the faith and force of its Skipper.





*Commander Charles H. Morgan, USNR — Executive Officer.*



*Commander Morgan and Yeoman  
at Work.*



## PERSONNEL OFFICE

**W**HEN a new regiment arrives aboard the "U.S.S. Hunter," the first official action is logging them in. This is one of the principal duties of the Personnel Office, which keeps all records on recruits from the time of their arrival to their departure.

From Regiment One through Regiment Forty-one, 69,482 recruits have been logged in by the Personnel Office which also compiles their service jackets. Keeping the records of all under-age enlistments, medical discharges, neuro-psychiatric observation cases, as well as the service jackets for all recruits and Ship's Company, and entering medical, selection and instruction data on these jackets, keep the growing staff constantly busy. The minute detail necessary in keeping service jackets is exemplified by page nine of the jacket, on which is entered official recognition of a Wave responsible for recruiting another Wave into the service.

Working in the Personnel Office requires rigid training and accurate knowledge of official Navy procedure, forms and correspondence, in addition to practical experience. Because of the thorough training and experience necessary, the enlisted personnel of that office was predominantly male at the beginning (all thoroughly trained in that work) and until this spring, male yeomen were still on the muster. As Waves were trained by the men in the meticulous routine of Muster, Receiving, Transferring and Changing Rates, they gradually replaced the men, and on 6 June of this year, the last male yeoman was replaced by a Wave.

When Lieutenant (jg) (then Ensign) Cecilia Gabriel was assigned to the Personnel Office upon the commissioning of the "U.S.S. Hunter," she was the only Wave in an office of four male yeomen, including Chief Yeoman Lawrence Christiansen. The office had expanded by 12 March 1943, to fourteen male yeomen and eleven Waves, and on 26 May 1943, underwent another increase of complement. Ensign Rita McDonough was assigned as Assistant Personnel Officer on 14 February 1944, and replaced Miss Gabriel as Personnel Officer on 6 July.

From occupying one room in Gillet, the Personnel Office enlarged with its growing personnel to the present three offices it occupies. In addition, Mimeographing and Distribution were placed under Personnel in January.

The trained Wave yeomen, who are now carrying on so splendidly in the Personnel Office, owe their ability to perform their jobs to the Navy men who taught them, with painstaking care and infinite patience, the many details and mazes of official forms necessary for the work.



The background of the Personnel Office emphasizes the task that is being done in training Waves to replace men, so that when the latter shove off with their sea bags over their shoulders, they go with complete confidence in the women remaining ashore, whom they know are doing a competent job.





*Personnel Office.*



*Service Jackets.*

## EDUCATION OFFICER'S OFFICE

LIEUTENANT BERNARD J. MULLER-THYM, Education Officer, came aboard when Regiment I was in training at the "U.S.S. Hunter." The Education Officer's work consists of training enlisted personnel for proficiency in a rate and keeping account of the number of ratings available for station personnel. All applications for rates and acceptance and rejection of applicants go through this office.

The boards of examination work in close cooperation with the Education Officer, suggesting what factors should be stressed in preparing an applicant for a rating examination. Since Lieutenant Muller-Thym has been here, fifty new ratings have been created, although not all of these are available on this station. During the past year and a half, qualifications for most of the rates have been changed and rewritten. At the present time, a Specialist (S) manual is being prepared by the Education Office.

In addition to his duties in regard to ratings, Lieutenant Muller-Thym is Unit Voting Officer, in charge of administering the Service Men's Voting Law. He is responsible for the dissemination of all information concerning elections to all hands and for the issuance of Federal war ballots for voting.





*Interview for Advanced Rating.*



*Advanced Yeoman Class for First Class Yeomen.*



## EDUCATIONAL SERVICES OFFICER

**E**DUCATIONAL Services was inaugurated shortly after the draft bill calling up eighteen-year-old boys for military training was passed because it was considered desirable to continue these interrupted educations. In February, 1944, Lieutenant (jg) Phyllis Bemiss (then Ensign) was sent to Washington to take the course which would qualify her to become the Educational Services Officer at this activity, a position which she has filled since 23 March 1944.

Through Educational Services, Ship's Company and officers at the U. S. Naval Training School (WR) are assisted in continuing their education by taking high school, college or college graduate courses. It supplies textbooks for the classes conducted by volunteer lecturers on the station and supplies personnel with self-teaching books.

The services of this office are divided into two types of correspondence courses: the U. S. Armed Forces Institute courses with its headquarters at Madison, Wisconsin, and those given by schools and colleges throughout the country. Any course offered by the U. S. Armed Forces Institute is two dollars and courses given by schools or colleges cost military personnel one-half the published cost; up to twenty dollars, the Navy pays the other half.

High school credits earned up to the point of graduation have been completed on this station by male and Women's Reserve personnel with the assistance of Mrs. Bemiss who went over the lessons with the students in order to help them compensate the lack of a correspondence class.

At present, thirty-five members of Ship's Company are enrolled in extension, mostly college, courses. Renaissance of learning at the "U.S.S. Hunter" is in full swing. One hundred and fifty-eight members of Ship's Company and officers are enrolled in classes held on the station. Voluntarily taught and attended are six different courses with promise of more to come.

Lieutenant Elizabeth Reynard is teaching American Literature; Ensign Merry Coffey and Lieutenant José Davila teach Spanish; Lieutenant Mary Bowman teaches English grammar; Lieutenant (jg) Helen May teaches Psychology; Lieutenant (jg) Eleanor Hyde teaches French and Specialist (T) 3c Mary Rossi teaches shorthand. Some of these courses are offered with college credits.

The Educational Services Office possesses several linguaphones, one being used by Lieutenant (jg) Hyde's French class. Linguaphones are widely used by troops en route for foreign bases and have proven successful in teaching foreign languages to beginners.



Although Educational Services is designed to make available to Naval Personnel courses that interest them or may advance their educational credits, the material is also helpful in studying for a rating. It is possible through the Educational Services Office, to obtain material on any subject from the Malayan language to photography, and from high school civics to graduate social studies.





*Textbooks for Extra-Navy Learning.*



*Shorthand Class for Educational Services.*



## PROVOST MARSHAL'S OFFICE

**A**MONG the responsibilities of the Provost Marshal's Office are the enforcement of station orders and regulations, the maintenance of general security and fire prevention. In addition, the office maintains the "Lucky Bag" where a variety of articles brought from all parts of the station are subsequently returned to their owners.

Although in many of the offices and departments on the station male personnel have been supplanted by Waves, the Provost Marshal's Office has maintained its male complement almost intact. Successively heading the Provost Marshal's Office have been Major William W. Buchanan, USMC, Lieutenant Howard L. Vierow, USNR, and Lieutenant Burton W. Taylor, USNR. Assisting the Provost Marshal is Specialist (S) 1c Cheryl Dresser, a former Los Angeles policewoman. Dresser was the first Wave to be so rated in the Women's Reserve.

At the present time the Shore Patrol work is largely handled by 36 male Specialists (S), the majority of whom were former policemen. Many of these men have had special Shore Patrol training in the Navy, in addition to their years of experience in civilian police work. Their duties include sentry detail on the gates, patrol of the barracks area, payroll and payline guard duty, and the patrol of certain taverns in the vicinity of the station.

In addition to the male Shore Patrol personnel, and performing indispensable duties, are 35 Waves from the Outgoing Unit who stand duty as sentries on the gates and other locations where traffic control and security precautions are necessary. They also serve as ushers for recreational programs in Walton High School and the Amphitheater, act as guards for the Armory Auditorium and Billeting Room, assist in traffic control on the mess line and on the ladders of Davis Hall.

These Wave sentries are supervised by two Wave Specialists (S) who act as Corporals of the Guard in respect to the Wave sentry detail. A Wave striker for Specialist (S) is permanently stationed as sentry on the main gate to examine the credentials of station personnel and visitors and to insure that all persons entering the activity have proper authorization.

Among other responsibilities of the Provost Marshal's Office are general traffic control, protection against hazardous equipment, fire prevention and passive defense.





*Checking in at Shore Patrol Office.*



*Building F Headquarters.*





Gate 6.



Inside Gate 6.





*Sentry Winter Gear.*



*Logging Out with Sentry.*



## CHAPLAIN'S OFFICE

**A** CHAPLAIN'S work is never done. Although conducting services is a major part of his job, personnel counseling is equally important and time-consuming.

There are two Chaplains permanently aboard, Protestant and Catholic. A Jewish Chaplain conducts services on Sundays and is always available. Lieutenant Raymond J. Dollenmayer (ChC), Protestant, has been aboard since 4 November 1943. Lieutenant (jg) H. J. Laffey (ChC) came aboard 2 June 1944.

Recruits and Ship's Company bring to the Chaplains their domestic and financial problems. As a consequence, the Chaplains work closely with the Red Cross.

They have many special duties, among them, delivering "two-starred" telegrams denoting serious illness or death in the family. At least sixty of this type are sent to the station every month.

An extra duty, connected with THIRD Naval District Headquarters rather than this activity, is calling on families of Navy casualties.

In all matters pertaining to morale building on the station, the Chaplains participate. The senior Chaplain, Lieutenant Dollenmayer, reads proofs of the "Conning Tower," sits on the Welfare Board which determines the use of funds, and lectures to Specialists (R) and (S) in training.





*Hoisting Church Pennant.*



*Services in Amphitheater.*





*Catholic Services.*



*Jewish Services.*





*Protestant Services.*



*First Wedding in West Lounge.*





*Chaplain Dollenmayer Gives Testament to Recruit.*



*Station Library.*



## COMMUNICATIONS OFFICE

THE Communications Office was set up in the early days of this station with two male officers in charge — Lieutenant William Potter and Lieutenant (jg) Richard Holden. Shortly afterward Lieutenant Holden relieved Lieutenant Potter, and on 31 July 1943, Lieutenant (junior grade) Genevieve McCaa (then Ensign) relieved Lieutenant Holden, whom she had relieved as Communications instructor at the Naval Reserve Midshipmen's School, Northampton, Massachusetts, before being detached and ordered to the "U.S.S. Hunter."

The main duty of the Communications Office is sending outgoing messages and receiving incoming messages. At this activity the official messages are chiefly dispatches concerning the placement and transportation of recruits, but personal telegrams also are received and prepared for delivery. The Communications Yeomen use four types of typewriter keyboards: Standard, Communications, Western Union Printer and TWX (teletypewriter). Assisted by two Yeomen who work on shifts from 0800 to 2100, Lieutenant (jg) McCaa routes copies of all messages to the offices concerned. Sometimes one dispatch will pertain to five or six offices. The duty section of Ship's Company stands Communications watch enabling the office to give a 24-hour service.

Having custody of all classified matter, confidential and restricted, the Communications Officer's greatest responsibility is the maintenance of security.

There are five Civil Service operators assigned to the station switchboard which is attended around the clock, and as their welfare is important, it is Miss McCaa's responsibility to check periodically on their working conditions.

In connection with telephones, it is necessary to work through the THIRD Naval District for changes in service and checking of telephone bills. Keeping long distance telephone calls under control is another of the administrative jobs with which the Communications Officer is charged.

The Post Office, which is subject to both Navy and Government inspection at all times and is operated according to an agreement between the Government and the Navy, comes under the supervision of the Communications Officer. Due to the fine efforts of the Specialists (M) there have been few difficulties in mail deliveries in spite of the complexities of the service. Even on Christmas, when the amount of incoming mail reached a peak, it was quickly delivered through the cooperation of enlisted personnel in the barracks.



The Post Office staff at present consists of a Chief Specialist (M), a Specialist (M) 1c, four Specialists (M) 2c, two Specialists (M) 3c — all male personnel. There are eight Wave Specialists (M) 3c and Waves of the Outgoing Unit also on duty. Readdressing, or forwarding, is necessary for fifteen per cent of the mail handled by this staff due to the rapid turnover of recruits. For reference, a directory is maintained, representing all personnel who are at this activity or who have been here. The forwarding of mail is done by Seamen, temporarily assigned to duty in the Post Office, who are supervised by Specialists (M).

It is interesting to note that this activity handles three times as much mail as male "boot" schools of comparable size. On Mondays — "bad days" — as many as 65 sacks of parcel post mail and 7 pouches of first class mail may be received; and an average of 21,000 letters, or three per person, go out in the mail in one day.

It falls to the lot of the Communications Officer to investigate inquiries about mail which has not been delivered. Most of such problems are simply unexplainable: why, for example, it should take a package almost two weeks to come from Rochester, New York to the Bronx training school.

Post Office inspections are extremely important and consist of the following routine:

- |                      |   |
|----------------------|---|
| <i>Daily:</i>        | Inspection of report of money orders issued.  |
| <i>Weekly:</i>       | Captain's Inspection.   |
| <i>Semi-monthly:</i> | <ol style="list-style-type: none"><li>1. Inspection by Officer-in-Charge, primarily concerned with financial section — involves counting stamps and stamp funds, and checking money order reports.</li><li>2. Surprise inspection by Government post office inspector who checks on whether or not postal laws and regulations are carried out and advises on problems peculiar to Navy Post Offices.</li></ol> |
| <i>Quarterly:</i>    | Surprise inspection by a representative of the District Postal Officer who makes a thorough check of the personnel and functioning of the post office of this activity.   |

Typical of the functions of any Navy Post Office are the following:

Distribution of incoming mail.

Pick up outgoing mail.



Cancellation of outgoing mail.

Sorting of outgoing mail for dispatch through the Government Post Office.

Stamp Sales.

Parcel Post.

Insured mail matter.

Registered mail business.

Money order business.

C.O.D. service.

Directory service.

The Communications Officer's duties as Navigation Officer consist of computing sunset time and maintaining custody of the flags. Formerly when honors were paid to visiting officers, the breaking of a personal flag fell to Lieutenant (jg) McCaa who, on one occasion when very short notice was given, had to break an Admiral's flag herself. She tells another story that is illustrative of the things that can happen to a Communications Officer. She took a detail of seamen up on the roof of Davis Hall to break the flag for Admiral Downes. As he was piped aboard, one of the Seamen gave the halyard a firm tug and nothing happened. She exerted a little more pressure on her second tug and the guide end of the halyard came adrift, leaving the flag dangling from the staff. After about three minutes of hectic flapping in a strong wind, the flag broke loose and serenely floated to earth just as the review was starting. Everyone took it with good humor, but it gave the Communications Officer several nerve-racking minutes.





*Admiral's Flag.*



*Western Union Printer.*





*The Mail Goes Through.*







*Specialist (M) School*



*Sending Mail to Barracks.*





*Processing Mail.*



*Letters from Home!*



## MAIL SPECIALIST SCHOOL

**S**UCCESS of WAVES in one branch of the Naval service is proven with the transfer of the Mail Specialist school from the U. S. Naval Training Center, Sampson, N. Y. to the U. S. Naval Training School (WR), The Bronx, N. Y. Although men will no longer be trained as Specialists (M) except on the job, WAVES will be instructed in the mail service in a nine-week course. Equipped to handle a maximum of 150 new trainees every two weeks, the school is staffed with two officers and eight Mail Specialist instructors. Graduates of the course are qualified to work in Fleet Post Offices and shore establishments throughout the United States. Lt. (jg) A. J. Wronske, USNR, is Officer-in-Charge. He is assisted by Ensign Ollen Honeycutt, USNR.



## COMMANDANT OF SEAMEN'S OFFICE \*

ON 20 March 1943, Lieutenant Commander (then Lieutenant junior grade) Eleanor G. Rigby reported to the U. S. Naval Training School (WR), The Bronx, New York, on temporary duty orders to assist Lieutenant Helen Shuey, the Commandant of Seamen, in the reorganization of the Brigade set-up. Lieutenant Commander Rigby, one of the first group chosen for officer training at Northampton, served as Battalion Commander and later as Regimental Commander at the Naval Reserve Midshipmen's School (WR), and was therefore well qualified for the considerable job which faced her as Chief of Staff at the "U.S.S. Hunter."

So successful was Mrs. Rigby in the performance of her duties that she was issued permanent orders from the Midshipmen's School to the Waves' "boot" school and on 6 May, relieving Lieutenant Shuey, became Commandant of Seamen and Brigade Commander. One of her first official acts was to make the Assistant Instruction Officer, Lieutenant (then Lieutenant junior grade) Elizabeth Geen her Chief Staff Officer. This title replaced "Chief of Staff" — an office to which only a Flag officer is entitled.

About the first of August, Lieutenant Commander Rigby, with the assistance of Lieutenant Geen began to work on the reorganization of Brigade by which Company Commanders and their Specialists (S) were placed in full charge of the activities of their companies. The plan was eventually to have a Specialist (S) for every section, thereby alleviating the work of the Company Commander.

At this time Instruction, Physical Education and all recruit training came under the Commandant of Seamen. On 1 January 1944, they were put under the Training Officer who is responsible to the Commandant of Seamen, this change being the reestablishment of an office originally functioning at the school and dissolved in May, 1943. Lieutenant Commander Rigby relinquished her title of Brigade Commander to Lieutenant Margaret Kuechle who continues to function in this capacity under the Commandant of Seamen.

Lieutenant Commander Rigby considers the Brigade set-up as it is now organized to be the most efficient, workable plan yet devised. Her own duties, though comprehensive, may be summarized briefly as follows: direct supervision of the Brigade Commander and the Training Officer and responsibility for the training, efficiency, discipline and welfare of recruits; advising the Commanding Officer and the Executive Officer on all matters

\* Lieutenant Elizabeth Reynard has relieved Lieutenant Commander Eleanor Grant Rigby as Commandant of Seamen upon the latter's detachment from this station and assignment to duty in Hawaii.



concerning the welfare of the personnel of the Women's Reserve attached to this station. She is present at every recruit's mast, publishes summary court martials of recruits to the Brigade and of Ship's Company to the Division.

Disciplinary problems, Lieutenant Commander Rigby has found to be almost nil. She believes the reason for this is the recruits' motivation for enlisting. The spirit of service permeating the corps from Apprentice Seaman to highest ranking officer recognizes only the desire to help end the war.

A Billeting Office has been established under the Commandant of Seamen's Office. Lieutenant (jg) Helen S. Dahl has been appointed Officer-in-Charge.

A Service Schools Office for the training of Specialists (S), Specialists (R), Cooks and Bakers and Specialists (M) has been established under the Commandant of Seamen's Office. Lieutenant (jg) Marion Mailler is serving as Officer-in-Charge.

A Barracks Office (Advanced Training) has been established under the Commandant of Seamen's Office. Lieutenant (jg) Katherine Curtis has been appointed as Barracks Officer (Advanced Training) in charge of the Outgoing Unit and Service School Barracks.





*Lieutenant Commander Eleanor G. Rigby—  
Commandant of Seamen.*



*Mrs. Rigby Talks to a Ship's Company Wave.*



## SCHEDULING OFFICE

**C**HARTS and symbols covering the blackboards in the Scheduling Office indicate in detail where every section of recruits is during every hour of the day and evening, and the scheduling of activities from which the charts are made was the job of Lieutenant Katharine Lobdell until she went on inactive status and was replaced by Lieutenant (jg) Phyllis Bemiss in September.

Operating from three master sheets of A, B and C schedules, this office plans the trainees' day — the hours of Instruction, Training Films, medical examinations and lectures, Physical Education lectures, Uniforming, Physical Education, Selection interviews and tests; pay; time to buy Bonds and Insurance and make allotments; Insurance movie and lecture, Drill, inoculations, shoe fittings, First Aid lectures, fingerprints, identification photos, Company meetings, War Orientation lectures, Selection Orientation and above all, mess.

It is mess that determines the A, B and C schedules. A, with eight periods a day, accommodates the first shakedown week wherein the recruits get the absolute necessities such as shoes, uniform fittings (all recruits are uniformed by the third week review) and physical examinations. B schedule has seven periods and is an early schedule with noon mess beginning at 1130. C also has seven periods and is the late schedule. The Scheduling Office asks Commissary to refrain from serving unpeeled oranges and spaghetti the first few days a Regiment is aboard because the extra minutes required to eat and serve these two things, respectively, can jam the mess line from Student Hall to Walton High School.

Until 5 January, Lieutenant Mary Bowman was Scheduling Officer. When she took over as Training Officer, Lieutenant Lobdell, with three Yeomen, became Scheduling Officer. Her Yeomen, Lieutenant Lobdell points out, are masters of that accuracy which is essential to the smooth functioning of the schedule. One slip of a typewriter key, one change in number or letter can cause tie-ups all over the station.

Scheduling is the only office on the station through which all activities clear. The Hunter College grounds which were set up to accommodate 1,500 people serve 6,000 under the Navy. As a consequence, with the problem of compiling daily and weekly schedules, clearing special interviews for recruits, Laboratory tests, Selection interviews, Dental schedules, outgoing drafts, etc., the Scheduling Office is constantly busy even when there are no hitches in the program, a state of Utopia not always possible to achieve.



Snowstorms, when shoe-fittings must be adjusted to two programs, fair and foul weather; early Selection tests to speed up Classification; shots given in spaced progression; menus that cause delays in mess lines — all are part of the Scheduling problem, one efficiently solved to judge from results.

On 25 July 1944, the Scheduling Office was placed under the Commandant of Seamen's Department.





*A Place for Every Recruit Every Minute.*



*Scheduling Yeomen.*



## BRIGADE OFFICE

**B**RIGADE is a closely-knit chain of command, pyramiding from the Commandant of Seamen, Lieutenant Commander Eleanor G. Rigby, down to the Specialists (S), and its primary mission is to instill "The Navy Way" into every recruit going through six weeks of basic Navy training at this school.

The function of Brigade is executing the well-ordered schedule for the six weeks of training, teaching recruits how to drill and observe military courtesy, and acquainting them with discipline in preparation for service in the Navy. Brigade coordinates the functions of all other activities on the station — the Uniform Department issues the uniform and Brigade instructs the recruits how to wear it; the Medical Department gives the shots, and Brigade teaches the recruits the spirit of "carrying on" in spite of throbbing arms; the Instruction Department teaches rules for saluting, and Brigade gives practical application of these rules.

The evolution of Brigade from the early days of this station to the second anniversary of the Women's Reserve involved changes and reorganization until the present highly efficient system gradually came into being. Organization of a school this size could not be accomplished overnight — it took months of planning, changing those plans which proved inefficient and replacing them with workable ones.

The complement, in the early days of two regiments, was in no way comparable to today's quota of three regiments with 1,680 per regiment. The basic training period at first was six weeks, later shortened to four weeks, and in early fall, again increased to six weeks. At the time the six-week period was reinstated, the regiments were increased to three by the simple expedient of adding Regiment 19X, composed of companies from previous regiments who had been held over, forming the third regiment aboard.

The first days of Brigade were complicated by the crossed wires of two chains of command. One operated with an Officer-of-the-Day attached to barracks, who was responsible for the security of the building, the welfare of the personnel in the barracks, for the barracks' log and the billeting of recruits. She was charged with the posting of all orders, directives and memos and the execution of them in her barracks. She was directly under the Senior Officer-of-the-Day.

The other chain called for a Company Commander, charged with personnel and routing of troops, who was responsible to her Regimental Commander. This situation occasionally resulted in conflicting orders and confusion as to where one responsibility ended and the other began.



The tour of duty for the Officer-of-the-Day was from 0800 to 1800, with a relief Officer-of-the-Day from 1800 to 0800. These officers also stood Sunday watch in other buildings. The Company Commander, assisted by one Specialist (S) accompanied the "boots" to their activities and was charged with their discipline, but had nothing to do with their drill, which was handled entirely by male Chief Petty Officers.

Brigade entered an experimental stage in the summer of 1943, which was not very successful. The Officer-of-the-Day was eliminated, and four officers with equal responsibility were attached to each building, working consecutive watches. The Specialists (S) took the recruits to scheduled activities and the officers remained on duty in the barracks. This plan failed after a month and a half, principally because no one had full authority. But it was from this experiment that the present highly efficient organization was evolved in August.

Under this plan, each Company Commander was charged with full responsibility, assisted by two Platoon Officers and a Specialist (S) for each section. At present there is but one Platoon Officer, who assists the Company Commander, and six Specialists (S) allotted to a barracks. Two of these specialists serve as Master-at-Arms, alternating watches. The others, who long ago replaced the male Chief Petty Officers as drillmasters, accompany the recruits to all activities.

The top offices of the Brigade chain of command have also changed considerably. Formerly, from the Commandant of Seamen, then Lieutenant Helen Shuey, stemmed a Brigade Executive Officer, Lieutenant (jg) Elizabeth Geen, under whom Lieutenant (jg) Laura Rapaport served as Operations Officer. The chain now descends from the Commandant of Seamen, Lieutenant Commander Rigby, to Brigade Commander, Lieutenant Margaret E. Kuechle, to the three Regimental Commanders, Lieutenants (jg) Virginia Gray, Mary Talbot and Emily Halipos, to their respective Company Commanders.

The evolution of Brigade has hinged considerably on the training of enlisted personnel. At first the supply of Specialists (S) was necessarily limited, but as drilling was done by male Chief Petty Officers, recruit training did not suffer from it. The few Specialists (S) had tremendous enthusiasm and they fulfilled their duties with seriousness of purpose and zeal. With the present Brigade structure, however, Specialists (S) are able to give closer attention to their recruits, and consequently higher standards are maintained. A Specialist (S) charged with forty recruits always knows her charges and their individual problems, and an experienced First Class Specialist (S) can handle two sections with no difficulty whatsoever.



The Bureau of Personnel was in dire need of Specialists (S) last Summer for Masters-at-Arms in Wave barracks all over the country, and as fast as they were trained here, they were assigned to other billets, thus depleting the number available for this station. In September, such an emergency shortage existed that a group of seamen who met the requirements were taken from their original billets for temporary assignment to Specialist (S) and Company Clerk duty at this school.

To protect this station's complement, which was being drained so heavily by the Bureau of Personnel, a Specialist (S) School, with a four-week training period, was inaugurated with the dual purpose of meeting Washington's demands and retaining here the Specialists (S) who were particularly fitted by experience for "boot" school.

Last Summer also witnessed Yeomen in Brigade doing Master-at-Arms duties and hugging the recruits. In addition to replacing all these Yeomen, Specialists now do everything from teaching a "boot" how to make a bunk to giving her an "About — Face!" on the drill field.

Recruit watch, which is now instructed by the Master-at-Arms, has undergone a transformation, too. Mates of the Deck, comprising four watches in each 24-hour period, formerly swabbed decks, delivered mail and piped messages. Each watch was completed by a quartermaster and two messengers. At present, four recruits stand watch in each barracks for a four-hour period — the Quartermaster, the Aide to the Master-at-Arms, and two Security Watches who make regular tours of the barracks.

Full recognition of Specialist (S) ability has justified the responsibility entrusted to them. Brigade hopes ultimately that just one Company Commander and six Specialists (S) will be necessary to a barracks. Night building watches, which have been stood by officers, will eventually be stood by enlisted personnel. Early experiments with petty officer watch failed not because of incompetent enlisted personnel, but because of insufficient experience, which has been remedied with time.

On the second anniversary of the Women's Reserve, 54 officers and 142 Specialists (S) are on the Brigade muster, a reversal of the two-to-one ratio topheavy with officers last year — a tribute to the well-laid plans of organization which have materialized according to schedule.





*Logging into Armory.*



*Assigned to Billet.*





*"Navy Nylons."*



*Quartermaster Watch in Barracks.*





*Inspecting Party Comes Aboard.*



*Captain's Inspection.*





*Passing the Scuttlebutt in Barracks.*



*Homework.*



*Stowing Gear.*



*Learning to Salute.*





*Officer's Front and Center (Marines and Spars).*







*Reviewing Party Arrives.*



*Color Company.*





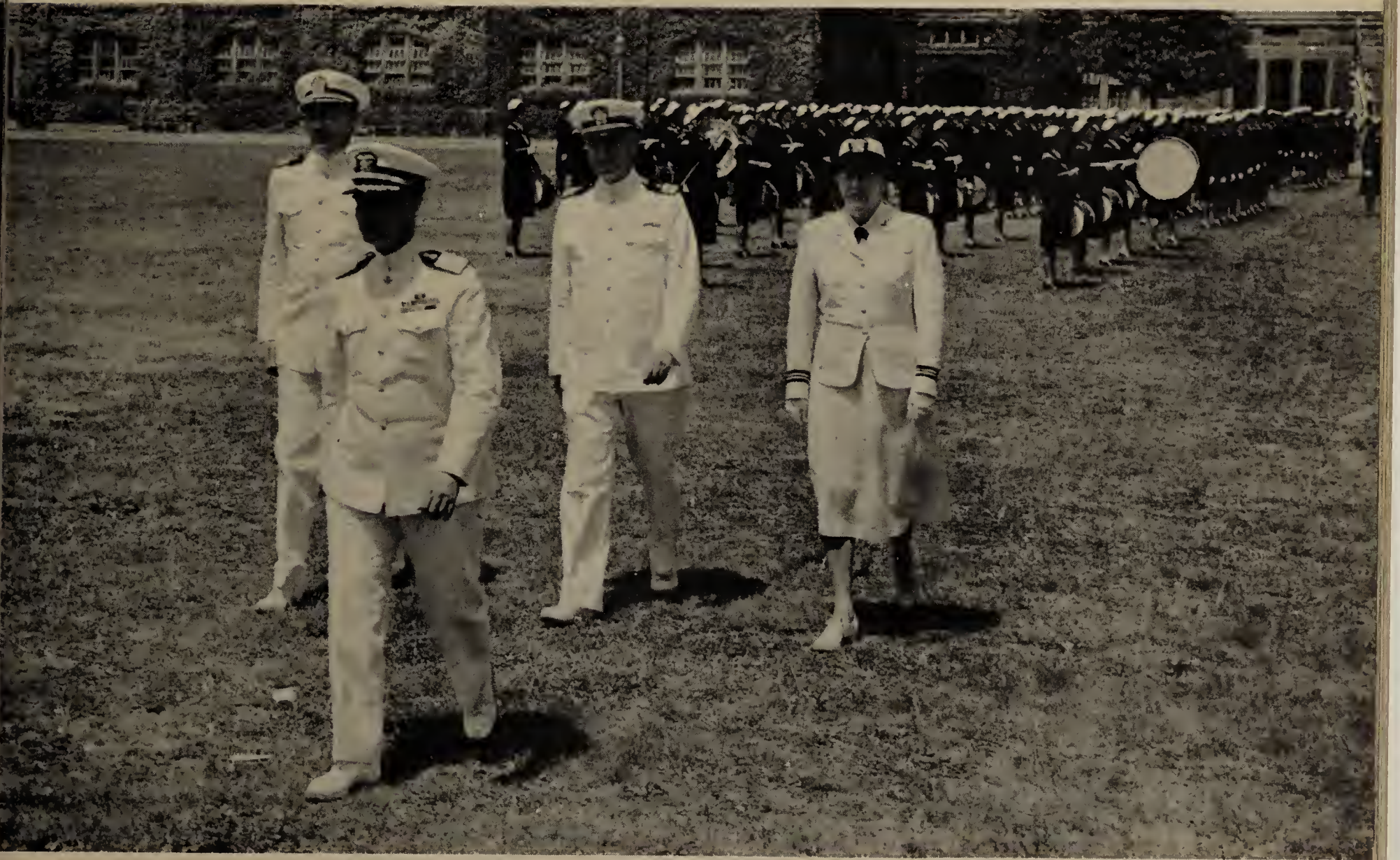
*Back to Barracks.*







*Eyes Right!*



*Summer Reviewing Party.*





*Commanding Officer and Commandant of Seaman Come to  
Captain Amsden's Birthday Review.*







*Band at Review.*



*Section Marching to Class.*





*Section Drilling.*



*Fire Drill.*



*Leaving Review Field.*



*Review "on the beach."*



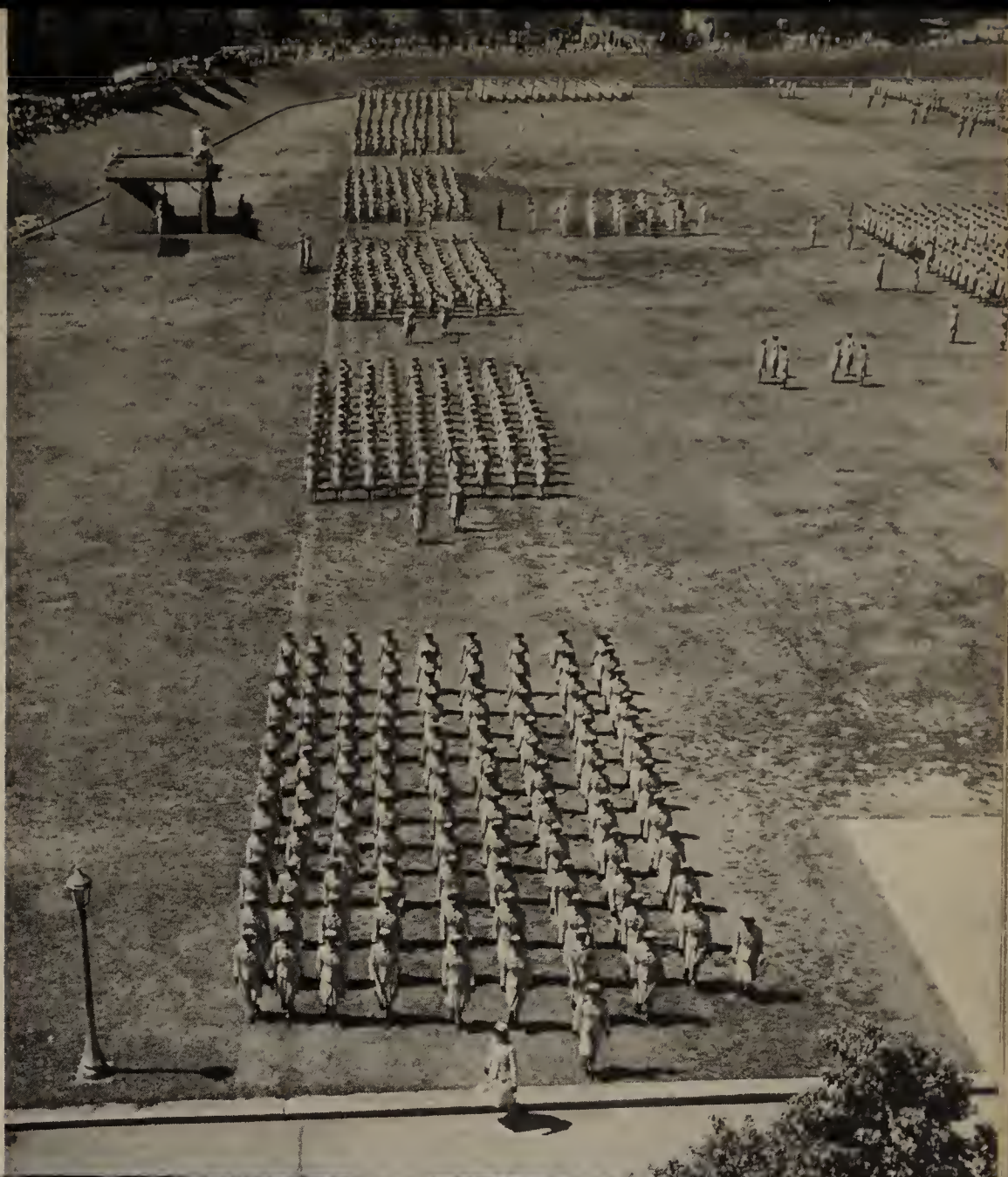


*Color Guard En Route to Review.*





*Summer "Boots" Pass in Review.*



*Piping Ashore.*





*Marching Down the Field.*



*Officers' Salute, Front and Center.*





*Wave Drum and Bugle Corps.*

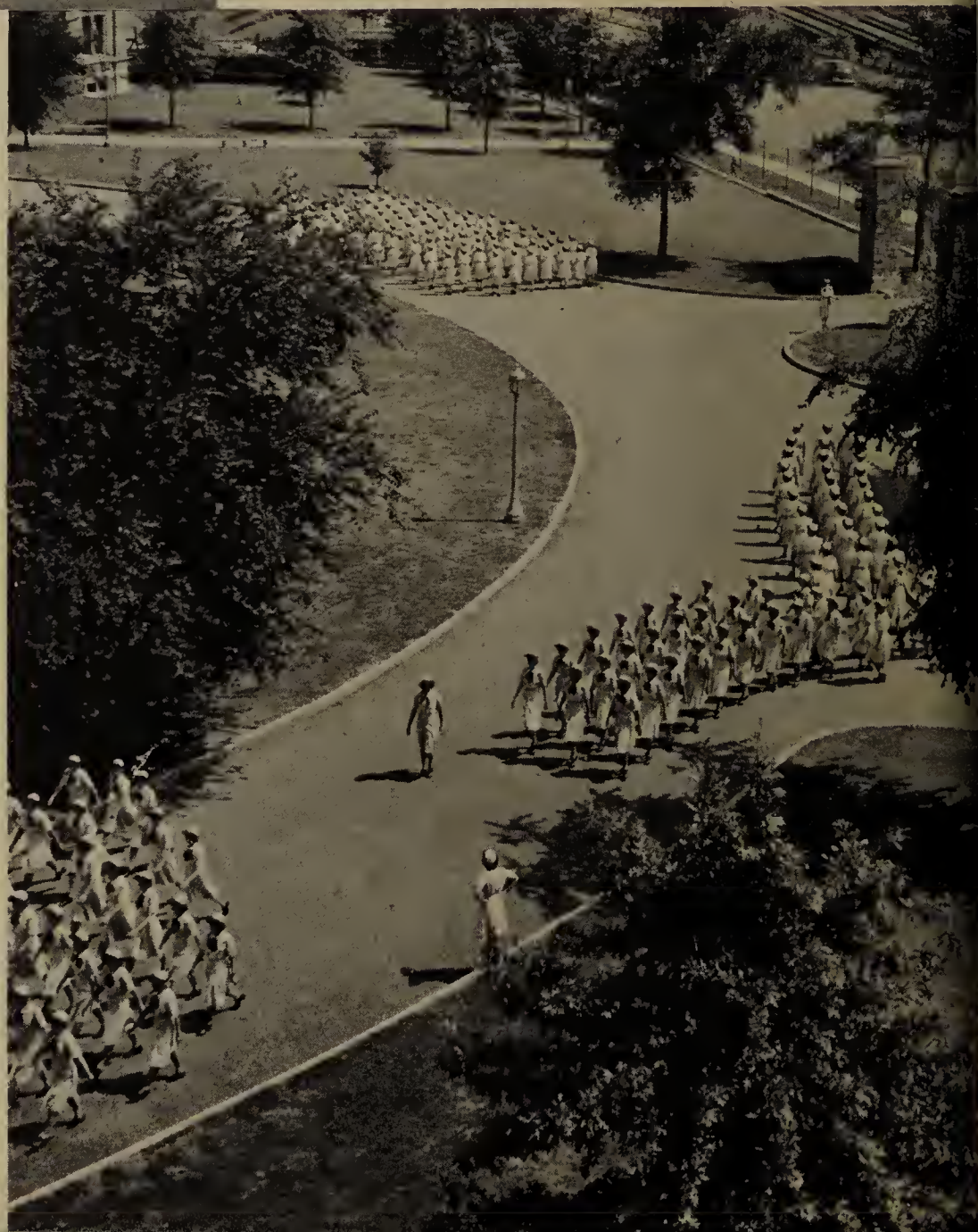


*Around the Bend.*





*Colors in the Breeze.*



*Returning to Barracks.*





*Inspection Before Shoving Off.*



*Goodbye to "Boot" Days.*



## DRILL OFFICER

**T**EACHING recruits to respond to orders quickly, unhesitatingly and accurately, drill is an important part of any military training. The Drill Office at the U. S. Naval Training School (WR), The Bronx, New York, is responsible for instructing petty officers in drilling and giving military commands, supervising recruit drill, establishing drill policies to maintain uniformity throughout the station, and planning Regimental Reviews and review practices.

Before Waves had acquired the necessary experience for drilling recruits, Navy men were in charge of all drill at this school. In the early days of the "U.S.S. Hunter," Lieutenant (junior grade) Albert Frost was Drill Officer, and male Chief Petty Officers drilled the Wave "boots." Mr. Frost was assisted by Lieutenant Margaret E. Kuechle until she was appointed Brigade Executive Officer and Lieutenant (jg) Elizabeth Bogart became Assistant Drill Officer.

The first Regimental Reviews were held on the street by the reservoir, with recruits marching in platoon front formation and section leaders giving them the command "Eyes — Right!" In the Spring of 1943, the site of the reviews moved to the present Drill Field, facing Jerome Avenue, and the organization of the review changed to company mass formation. The change in formation for Regimental Review necessitated intensified drill and review practice, as the company mass formation requires the sections closely welded into a compact marching unit.

When the complement was increased from two regiments to three in September, the Regimental Review plan had to be changed to include two regiments. The company formation was retained, and the senior regiment was stationed on the right side of the field, with the junior regiment on the left, the color guard separating the two.

Lieutenant (jg) Mildred B. Emmelhainz (then Ensign) replaced Mr. Frost in January 1944, as Drill Officer. Wave officers and Specialists (S) had replaced the male Chief Petty Officers in August, and several months later even the bugle calls at reviews were sounded by a Wave bugler — Specialist (S) 3c Vera Watts.

In addition to drill and Regimental Reviews, the Drill Officer selects companies of recruits to take part in special events, such as parades and ceremonies. She selects and supervises the guard of the day, the sideboys and specialists serving as boatswains when honors are rendered a visiting flag officer.



## TRAINING OFFICE

**T**RAINING is the purpose for which this activity exists, and it has come a long way since the days when the first Training Office was established under Lieutenant Robert W. Percy, USNR, who was, at the same time, Aide to the Executive Officer and Communications Officer.

To avoid duplicating male "boot" training, which is preparation for sea duty, Training was set up similar to that at the Naval Reserve Midshipmen's School (WR), Northampton, Massachusetts, but this was still found to be unsatisfactory for the training of enlisted personnel.

There were only three Training activities at first: Physical Education, Instruction and Training Films. Then Training, as a department, was abolished in May, 1943, and Planning and Scheduling took over the work under the Commandant of Seamen and the Executive Officer.

On 5 January 1943, the Training Office was reestablished with Lieutenant Mary Bowman as office head, operating under the Commandant of Seamen and with the Brigade Commander. The office now embraces Planning, Scheduling, Instruction, Physical Education, Training Films, Special Devices and War Orientation.

It is the activities under Training rather than Training itself which have changed. Training is set up to integrate the activities and to make changes according to the needs of the station. Under the January 5th reorganization, Special Devices had assumed enough importance to be an office in itself, and War Orientation was launched by sending Lieutenant (jg) Florence K. Stannert to Washington to take the course.

Training films have shifted as new films were issued and new uses for women in the Navy were discovered. The films coordinate with other phases of training, as in the showing of "The Nazi Strike" which ties up with the European Conflict lecture in War Orientation.

In Instruction, Ships and Aircraft, Naval Organization and Naval Personnel were the only subjects taught until Lieutenant Reynard introduced the Special Devices program and advanced recruit training program, and Lieutenant Harris drew up the basic instruction course.

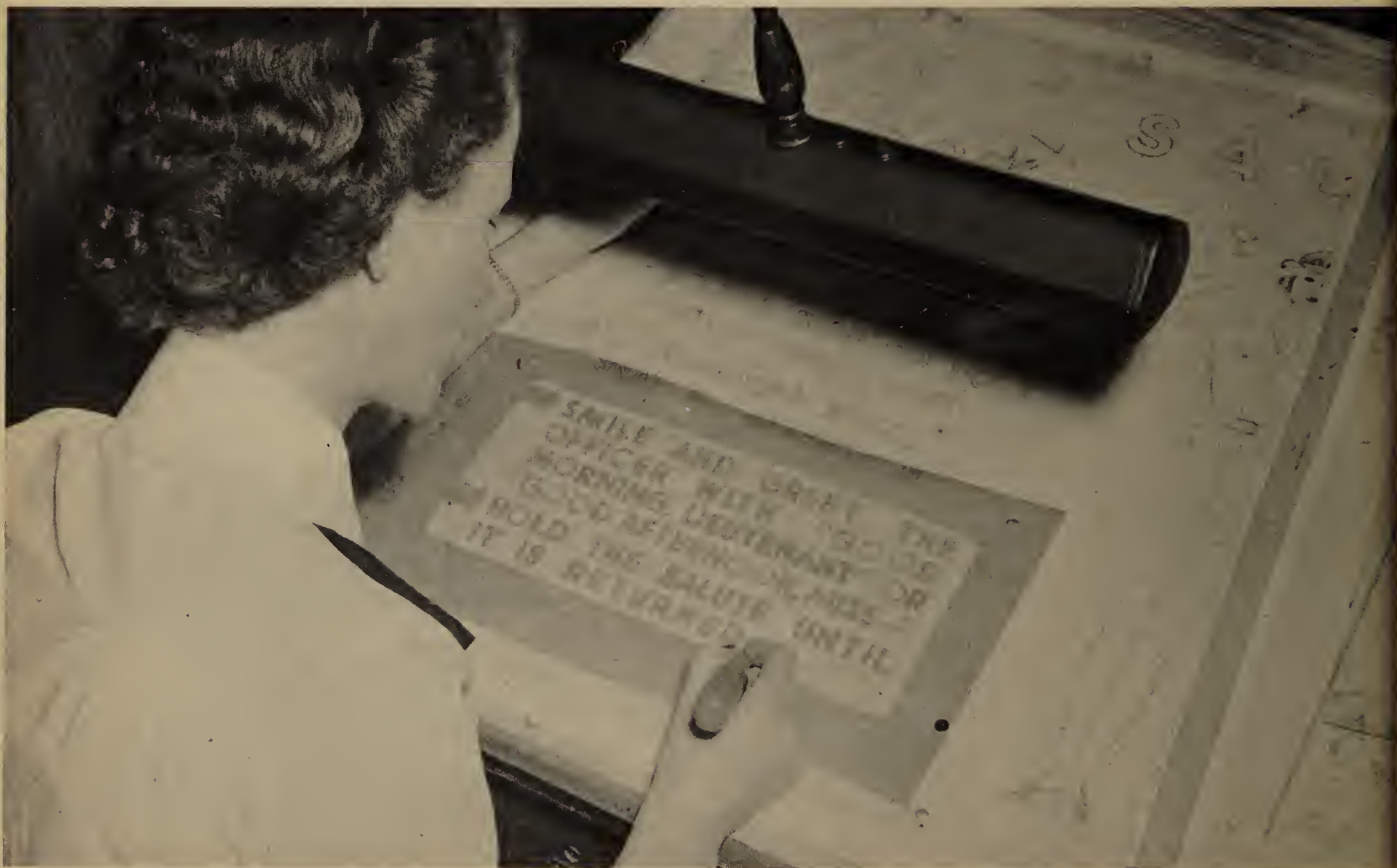
The Training Aids Workshop is Training's newest acquisition, and so far it is popular beyond even its capacity to meet the demands upon it. Material for bulletin boards in smokers, aids for Specialists (T) in Instruction, the new West Lounge murals depicting uniforms of different nations all come from the Workshop where Specialist (X) (VA) 3c Benscoter and her experienced crew turn out the material.

To insure that the over-all program is balanced and working toward a common purpose is the major job of the Training Office.





*Training Aids Workshop.*





## INSTRUCTION\*

THE problem of the Instruction Department, since its beginning days under Lieutenant Edward D. Homans, USNR, has been one of adapting the Navy training program to the Women's Reserve enlisted personnel. A duplication of male "boot" school was not the answer, nor was an abbreviated officers' training school course. With no parallel set-up to copy, the U. S. Naval Training School (WR) has succeeded first under Lieutenant Elizabeth Reynard, who was Instruction Officer after the detachment in July, 1943, of Lieutenant Homans and from October, 1943, under Lieutenant Mary Virginia Harris who followed as Instruction Officer, in gearing Instruction directly to the needs of enlisted personnel by laying a thorough Navy foundation for the recruit to rely upon wherever she is assigned to duty and in whatever job she is called upon to do.

When Lieutenant Reynard became Instruction Officer she saw, as one of the greatest needs of Instruction, a standardized method of evaluating the learning progress of recruits while in Instruction. Accordingly, she secured from the Bureau of Personnel in Washington, permission to record a grade in the recruits' service records. A program to develop a standardized test was begun, and since the 12th regiment approximately 50,000 trainees have been tested.

Probably Miss Reynard's most valuable contribution to Wave training was the widespread utilization of visual training aids which grew to such proportions that she was soon obliged to devote all her time to the expansion of that phase of the training program. Lieutenant Harris was then assigned to duty as Instruction Officer, and Lieutenant Reynard became Special Assistant to the Commanding Officer.

Lieutenant Harris had drawn up shortly after her attachment to this station on 2 July 1943, plans for a basic course of 12 lessons, to fill the needs of enlisted women personnel working in the shore establishments. Previous to the introduction of this basic course, the program had not shaken down sufficiently for recruits to get their scheduled hours of Instruction or even a desirable amount of classes. One company had gone through "boot" training with only four hours in the classrooms. The basic course was designed to insure that recruits learned the most important subjects, regardless of the hours of Instruction that they had or how much more information they had time to acquire. After its adoption, practically no classes were missed, and the utilization of Instruction officers as watch

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\* The Instruction Office as an office has been abolished and the following offices established in its place - Basic Orientation, Shore Establishments, Fleet Training, Aviation Training and Naval History.



officers in barracks and their attendance at company meetings increased the services of the Instruction Department.

Instruction, staffed entirely by Women's Reserve personnel, at the "U.S.S. Hunter" is not an attempt to teach any special skills. It is a complete background in Navy routine. Of the 36 hours of classroom instruction, the first 12 cover basic recruit training: courtesy, law, records, the meaning and necessity of the chain of command, recognition of officers and enlisted personnel in this and other services. Following basic instruction, is the broad picture of the Navy as a whole, its personnel and equipment, ships and planes, its traditions and customs; all designed to help develop understanding, appreciation and pride in the service.

Recruits learn their duty to the Navy in regard to work, liberty and leave. They get a picture of the Naval shore establishments, Naval districts and the types of activities to which they might be sent. They learn the importance of security in relation to the Navy as a whole and the meaning of security in a shore job. Upon the request of other activities and the knowledge that women have lower arithmetic scores than men, a two hour refresher course in arithmetic was introduced which raises the average recruit's arithmetical grade by 15%. While the recruits are seeing the Navy gas mask, both combatant and non-combatant, they are also learning to follow directions and to care for materials and tools. They learn the meanings and uses of different types of gas, and although the school is not equipped with a gas chamber, they get the information through movies and the use of visual material including sniff bottles.

A 45-minute test, composed of 90 multiple-choice questions, sums up the course. The test grade is correlated with the General Classification Test grade, and although no one fails because of her mark, the test is a measure of the recruits' progress in instruction.

In addition to the 36 classroom hours, every recruit has five hours of War Orientation, ten hours of training films, and two hours of Selection Orientation in Special Devices.

The use of visual equipment, brought about largely through the foresight of Lieutenant Reynard, has greatly facilitated the rapid training of recruits on a high level; and the quantity, quality and use of such equipment aboard the "U.S.S. Hunter" has been the subject of much commendation.

In security lectures, students see blinker lights, signal flags and other methods of Navy communication. These training aids are in addition to the Special Devices — Link Trainers, model Control Tower, JamHandy, Aerology and Parachute Equipment — that come under the Special Devices Officer, Lieutenant (jg) Eleanor Hyde.



Training of Specialists (T) was recommended by Lieutenant Harris when officer instructors began to be detached at frequent intervals, owing to the many demands for officer personnel at other shore establishments. With the assistance of the Selection Department, qualified enlisted women were chosen for training, and a formal 4-week program was instituted to train the first class of 11 Specialists (T). Since the first class was trained, Specialists (T) have struck for the rating on the job.

The training of Specialists (T) is the culmination of another step in the plan to have enlisted training conform as nearly as possible to men's recruit training in which Petty Officers and Chief Petty Officers largely take over the job of teaching enlisted recruits. The ratio of Specialists (T) to officer instructors is growing larger rapidly, as their training on the job progresses.





*Each Square a Class.*



*Planes Class.*





### Rating Charts for Basic Instruction.



### Station Organization.



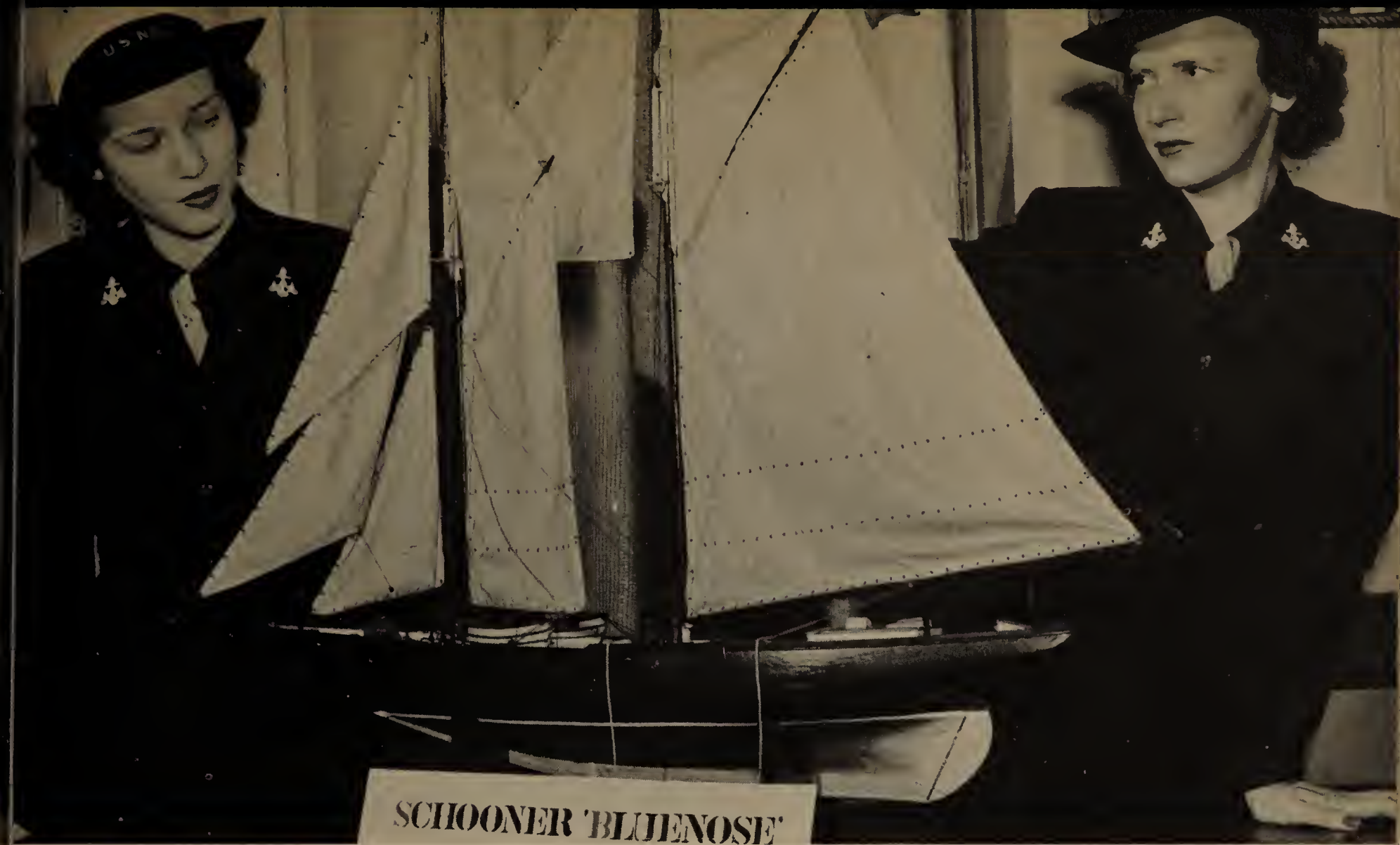


*Taking Notes.*



*Lecture.*





*Ship Models.*



*Specialists (T) Try Chemical Warfare.*





*Ship's Lantern.*







*Airplane Identification.*



*Ship's Lecture.*



## PHYSICAL EDUCATION OFFICE

AS originally set up, the physical education program of the U. S. Naval Training School (WR), Bronx, New York, was designed to promote and maintain physical fitness among all apprentice seamen assigned to this activity. Physical training is required at all training activities of the Women's Reserve as an integral part of the "over-all training program" in accordance with standard curricula and policies determined by the Bureau of Personnel. To fulfill the physical fitness needs of enlisted personnel a program was set up to stress increase in endurance, strength, agility and better coordination, and at the same time include activities of a relaxing and recreational nature. Activities designed to promote relaxation and to give the seamen an opportunity to "let off steam" became a function of this department since many hours of the training school day had to be spent in more formal group work.

To improve posture became one of the prime objectives of the program since good posture so definitely contributes to smartness in military bearing, to poise and assurance, as well as to correct alignment of the internal organs. In connection with the posture program all Brigade Officers and petty officers cooperated with the Physical Education Office by attending meetings and demonstration lessons in which posture was analyzed and possible teaching approaches discussed so that the Brigade Officers could work on posture with their troops during the drill period at the barracks.

This recruit training program consists of a variety of vigorous activities, conditioning exercises, special corrective classes for those seamen with outstanding poor posture, and games. It has been possible to offer swimming to approximately 14% of the recruits in each regiment, and this activity, which is in itself a good conditioner, has proved to be one of the most popular in the program. The swimming program for beginners is designed to teach the fundamentals of swimming so that a seaman can learn to take care of herself in deep water. The advanced swimming course is designed to increase endurance, to teach personal safety, and variations of the previously learned fundamental skills. To date, 3,700 seamen have completed the elementary swimming course, and 2,830 have completed the advanced course. Seven hundred and forty-six of these advanced swimmers have successfully completed the American Red Cross functional swimming test and have been awarded Red Cross certificates. Tennis, softball and volleyball also have proved to be popular sports at "U.S.S. Hunter."

Each physical education lesson is designed to show continuity and progression from the preceding lesson and to aim toward a final standard of



accomplishment. In order to measure this standard of accomplishment the recruits are tested on their ability to perform conditioning exercises at the time they enter and at the time they leave the program. The most marked increase shows in endurance.

During recruit training the Physical Education Office is also responsible for one lecture on personal hygiene which is given in conjunction with a Navy personal hygiene film. One officer in this office is also responsible for one lecture to all recruit groups on mental hygiene. These two lectures were originally planned with the approval of the Medical Department.

The gymnasium building contains seven gymnasia, one swimming pool, three locker rooms, and staff offices. Although these facilities are outstanding, they are no more than adequate for the number of recruits who use the building each day. The large outdoor drill field is used for classes during the summer. Some Hunter College equipment was taken over by the Navy and since then a large supply of Navy equipment has supplemented the original amount.

The Bureau of Personnel recognized the need for a Physical Maintenance program to carry on the fitness program initiated in the training school. Such a program giving both instructional and recreational opportunity to Ship's Company has been included. This program was designed to raise the level of physical fitness among the enlisted personnel on active duty to insure a high degree of efficiency on the job. Members of Ship's Company have been given an opportunity to choose the activity in which they wish to participate under instruction. Such activities as softball, badminton, tennis, volleyball, swimming, fundamentals of movement and body conditioning exercises have been included. Ship's Company (WR) teams also participate in seasonal sports with other service groups in the district.

Physical Education has also undertaken the job of arranging a recreational program for Women's Reserve and male officers, and opportunities for participation have been given in badminton tournaments, softball tournaments, tennis tournaments, riflery and swimming.

Members of Ship's Company (male) are required to maintain swimming ability in order to be better prepared for sea duty. Each male under 45 years of age is required to pass the Standard Navy Swimming Test for Second class once every month.

Physical Education has been given fourteen hours in the Specialist (S) School, and classes are designed to assist the Specialist (S) who may find herself responsible for the physical maintenance program as a regular part of her assigned duty on another station. In this Specialist (S) School recruits are given instruction in physical education activities and have an oppor-



tunity to teach under supervision. They are also given materials so that they may become acquainted with the anatomical and physiological background of exercise, posture analysis and teaching points, presentation of body conditioning exercises, emphasis on the lesson planning, and general instructions for setting up tournaments for physical activities of a recreational nature. Since many Specialists (S) assigned to the field have collateral duty in physical education, a member of this office works with the Selection Department in interviewing seamen with physical education background who could adequately fill these billets.

The advanced program also contains a unit of work in the Cooks and Bakers School, which consists of twenty-four hours of training in body mechanics, correct methods of carrying, pushing, and mechanics of movement.

At the beginning of training at the U. S. Naval Training School (WR), the physical education staff consisted of ten officers headed by Lieutenant (then Lieutenant junior grade) Violet C. Boynton. As the school grew in size and the Physical Education Office increased the number of services rendered to the station, the staff was also increased. Following the trend of the training school a gradual shift has been made so that the major amount of teaching within the recruit program is now done by enlisted personnel. In October, 1943, the first petty officers entered the department with the rate of Specialist (S) 3c. The staff at the present time consists of one administrator, Lieutenant (jg) Warrine E. Eastburn, eight officers who teach and carry on additional outside responsibilities, one Specialist (S) 1c, three Specialists (S) 2c, six Specialists (S) 3c and three Seamen 1c. In order to keep the caliber of the teaching at the highest possible level, all petty officers selected to teach in this program are graduates of qualified colleges and universities with a major in Health and Physical Education.

Since physical education can so largely contribute to the morale of the station, every effort has been made by the Physical Education Office to make the activities enjoyable and to keep course work and facilities attractive to all personnel.





*Outdoor Calisthenics.*



*Indoor Calisthenics.*

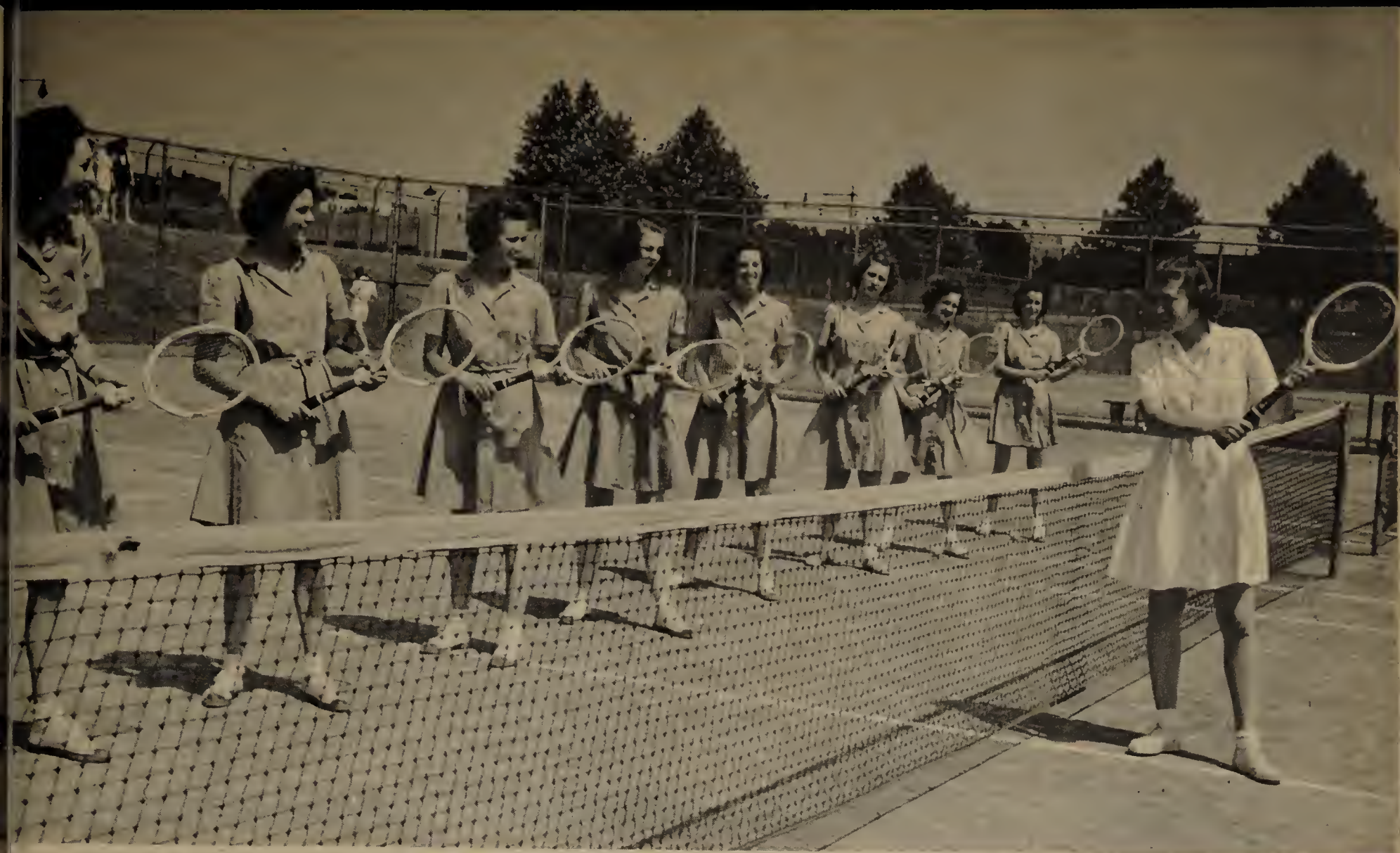




*Softball Instruction.*







*Tennis Lesson.*



*Swim Suit.*





*Swimming Lesson.*



*Diving Lesson Learned.*



## AVIATION SPECIAL DEVICES OFFICE

**T**O assist the Navy in carrying its share of the country's tremendous aviation program, Waves are trained as aviation ground crews and as operators and maintenance crews of the special devices used by the Navy for the instruction of pilots, navigators, bombardiers and aerial gunners. Waves are also trained to operate the Navy's weather prediction devices, the communications devices in Naval Control Towers and to pack and rig parachutes.

Accordingly, one of the greatest contributions to the training program at the U. S. Naval Training School (WR) are the Special Training Devices provided by the Bureau of Aeronautics and operated by the Aviation Training Officer and her crew of Specialists. Under the supervision of the Selection Department, recruits see these devices in operation, and so when they make their requests for Service Training, they have a realistic acquaintance with the tools of the Naval Aviation jobs for which they apply.

Personnel from Floyd Bennett Field, Long Island, and Special Devices, One Park Avenue, New York, installed the devices and assist in their maintenance. The principal equipment for this program includes: an airplane engine and complete kit of tools; two Link Trainers (one for advanced aviation instruction); an aerological thermoscreen and supply of weather forecasting instruments, including a theodolite; Aerial Gunnery Device (JamHandy, 3-A2 Trainer); parachute packing table and tools; safety devices for survival on sea and land; model control tower, Mirrophone, airplane identification equipment; automatic rating machines and visual quizzers for testing Naval information.

In addition to the Selection lectures and the Training lectures in which the devices are used to illustrate Naval Air terminology and the fundamentals of air warfare, officers, Ship's Company and recruits have an opportunity, as part of the Recreation program, to ride in the Link Trainer, shoot the aerial gun, handle parachute equipment, study the aerological instruments and improve their speaking voices by Mirrophone auditions.





*Link Trainer.*



*Model Airplane.*





*Theodolite — Aero-logist's Device.*



*Gas Mask.*





*Jamhandy.*



*Parachute.*





*Voice Recorders.*



*Question and Answer Game on the Navy.*



## TRAINING FILMS OFFICE

WHEN the present Training Films Officer, Lieutenant (then Lieutenant junior grade) Katherine Davis, arrived on 10 February 1943 at the U. S. Naval Training School (WR), she was assigned to the Selection Department. It was the Selection Officer, Lieutenant Ewald B. Nyquist who, three days before Regiment I was expected, realized her enthusiasm for the use of Visual Aids in training recruits and suggested that she be made Visual Aids Officer at this activity. Accordingly, she was assigned to head a Visual Aids Office 15 February.

Without assistants or projector, Lieutenant Davis, who had operated a projector only once, faced a schedule of training film showings to recruits within three days. By dint of scouting around, borrowing films and equipment by the week, Miss Davis initiated her program. For assistance, she was assigned three seamen from every company to whom she taught the operation of the projector, so that by the time they left "boot" school they were reasonably good projectionists and had, in the meantime, been of service to Miss Davis.

Her present assignment as Training Films Officer was made on 5 January 1944, when this office replaced the Visual Aids Office. The chief problem of the Training Films Officer has been to procure films and show them. Introducing a movie is all-important, and for this reason, before doing so, Miss Davis tells the recruits what to expect, what to look for and how the film, if it is about the war, ties in with the whole war picture, and if it is an organizational or recognition picture, how it applies to the Women's Reserve of the Navy.

In the days when Spars and women Marines were trained at this activity it was necessary to procure also a separate schedule of films for showings to them.

In April and May, 1943, an Electrician's Mate and a Yeoman were assigned to Lieutenant (jg) Davis, and with their help, she began the schedule that has been followed since with some variations. Starting with special showings to recruits for the Instruction and Medical departments, the schedule was enlarged to include Physical Education and Brigade, Commissary and Specialist (R) and Specialist (S) schools. The Training Films Office now serves eight departments and offices, as well as War Orientation.

In April, 1943, Miss Davis instituted Staff movies at noon both for information and recreation. At first, there was no allotment for these movies, and it was necessary to borrow films for the purpose. At present,



the value of the Staff movies having long been proven, twenty-five dollars a month is allocated for this purpose.

Every recruit, during her training period, sees fifteen films; the advanced schools generally see three to five films and the Cooks and Bakers Class sees ten. In the recruit series are the "Why We Fight" series for service men such as "The Nazi Strike" and "Battle for Britain." Other films show Organization, Security, Discipline, Etiquette, Ships and Planes.

At times, forty-six hours of films a week have been shown. This is, of course, in addition to the selection of films and the maintenance of the film library which this office itself is establishing. Whereas, in the beginning twelve hours of film showings a week were average, thirty hours are today.

Training Aids for the Navy supplies most of the film, through the Bureau of Aeronautics. The projectors are supplied by the Bureau of Ships. Beginning with a single borrowed projector, Training Films now has four projectors, ten film strip projectors, one of which is a sound film used by Selection to test recruits for radio work.

Training Films serve the important purpose of correlating information given recruits in lectures to a physical identification of something that might be beyond the realm of their experience. The average Wave has never seen a warship. These ships may be described to her, but it is the film "The Battle" that most closely portrays the coordinated action of ships and planes in battle.

Training Films have helped to bring the Navy and the War very close to the recruits who must understand the picture as a whole to fit it into their individual jobs with knowledge and understanding. They give a broader orientation and encourage high morale with the purpose of clarifying in the mind of the recruit, through the eye, the facts she learns through the ear, thus facilitating her transition from civilian life to military life.





*Training Films Office.*







*Projector.*



*Film Library.*



## WAR ORIENTATION

**D**WARFED by gigantic maps that reach from the deck to overhead, Lieutenant (jg) Florence K. Stannert tells her recruits at the end of her lecture "Is this or is it not a big war? — Try to remember when you are busy at your little or big jobs, wherever they may be, that it took an untold amount of paper work to get sixteen million tons to England for the invasion alone, and you're doing that work."

War Orientation is an attempt to justify General Marshall's statement that the American soldier is the best informed soldier in the world. It is an attempt to make personnel more efficient on the job by giving them a good reason for fighting and working. And most of all, War Orientation exists at the request of those serving in the Armed Forces.

Great Britain started the movement for group discussion and the dispensing of up-to-the-minute information and explanation of the war's progress. All the United Nations are now equipped with similar services, the Army Branch of Special Services acting as the training unit.

In January of last year, Lieutenant (jg) Stannert and Lieutenant (jg) Phyllis Bemiss were made War Orientation and Educational Services Officers, respectively, and sent to Washington to take the courses which are offered jointly. On most stations the work is not divided. Of necessity at this tremendous recruit training activity, they are handled separately. In April, Lieutenant (jg) Stannert, with the aid of the First Lieutenant's Office and the Training Aids Workshop, set up her maps in Gillet Auditorium and began her series of lectures.

Every Regiment has three background lectures and one covering current news. It is War Orientation's aim to increase the lectures by an additional current news talk to give adequate coverage and explanation using enormous maps of the European and Pacific areas. By tying up the current news of the day with the background material they have absorbed in previous lectures, Miss Stannert makes the news of the day real. At the end of the third lecture, the "boots" are asked to write out questions which are answered in the last lecture. Questions run from such personal queries as, "Is there still fighting on the Island of Roi?", which indicate a recruit's interest in a brother or friend abroad, to tactical questions such as "Considering the terrain of Italy, wasn't the Anzio beachhead a mistake?"

Lectures to recruits are only a fraction of War Orientation's activities. This office is in charge of the distribution of weekly news maps, files of maps, news bulletins posted around the station, and explanations of items of current interest such as the stories on the B-29s that raided Japan. Every



other week on Wednesday night, discussions are held in Officer's Quarters, and a complete series of lectures is being planned for Ship's Company.

Cooks and Bakers and some Specialists (S) in training hear the War Orientation lectures.

The "U.S.S. Hunter" not only has gone to war. The war has come to the "U.S.S. Hunter."





*War Orientation Lecture.*





## MEDICAL DEPARTMENT

ON 1 February, the first Medical Officer, Commander Thomas A. Arrasmith (MC) USN, reported for duty at the U. S. Naval Training School (WR) to plan the organization of the Medical Department, and to work out with the Commanding Officer the routine to be established in examining Wave recruits.

Within the first week in February, Medical Doctors, Dental Officers and Hospital Corpsmen were ordered to the station. By 22 February there were fifteen Medical Doctors (one the Senior Medical Officer), fourteen Assistant Medical Doctors, six Dental Officers and fifty male Hospital Corpsmen.

With this staff, preparations were made to give complete physical examinations to a Regiment on 22 February. There were, of course, physical inadequacies for a Medical Department in what had been a civilian college. The heavy physical science laboratory equipment on the third deck of Gillet had to be moved to clear the space for a Sick Bay. Partitions had to be built in the examining rooms on the fourth deck. The equipment and supplies, normally adequate for male Navy personnel were not adapted for the Women's Reserve, and the department had to set up new orders on drugs and instruments.

By the 27th of February there were 81 Hospital Corpsmen, 52 men and 29 Waves. The Wave corpsmen were X-ray technicians, Laboratory and Dental technicians. By 12 April, the Dental Officer staff had increased to 14; the Nurses had increased from 12 to 15.

On 29 May 1943, Captain John B. Farrior (MC) USN, reported for duty as Senior Medical Officer, replacing Commander Arrasmith.

The Medical Department is organized to take care of the different types and stages of physical disorders. For the first aches and pains, personnel report to Sick Call in the Dispensary of Gillet. If the case warrants, the next step is Sick Bay, which has a bed capacity of forty-five. There the patient is admitted for treatment or further study, and may require any one of the following examinations which the Medical Department here is equipped to give: Laboratory, X-ray, Physiotherapy, Electro-Cardiograph and Basal Metabolism.

The department is essentially set up to give a thorough screening examination. In many cases where a recruit has had previous history of a physical ailment, she is sent to the Brooklyn Naval Hospital for further study. Illnesses of a serious nature are also treated there.

The Dental offices, which are open from 0830-2000 are equipped to



handle 189 appointments a day. These appointments are made to fit into the recruit's daily schedule without interrupting her training program.

The physical examination is set up to cover one company a day, in sections of forty at a time. The check-up includes eyes, ears, height, weight, chest, heart, lungs, neuro-muscular, posture, gynecology, Laboratory, X-ray and Neuro-Psychiatric Observation. The initial inoculations, tetanus and typhoid, are given. A subsequent series of typhoid, tetanus and small pox, are given at later, spaced periods.

With eight doctors and thirty Hospital Corpsmen on the "Daisy Chain," as the physical examination is called, Waves are examined at the rate of one every two and a half minutes.

Through Regiment 35, 52,895 recruits have been physically examined. From the very beginning, there have been only 3.2% discharges of Waves for all reasons, and in this time, a total of only 787 medical discharges. This is a nominal number for the thousands who have passed carefully under the critical and watchful eyes of the department whose major concern is the health and comfort of the sick and injured of the Women's Reserve.





*Medical Record Office.*



*Ambulance.*





*Ready for the "Daisy Chain."*

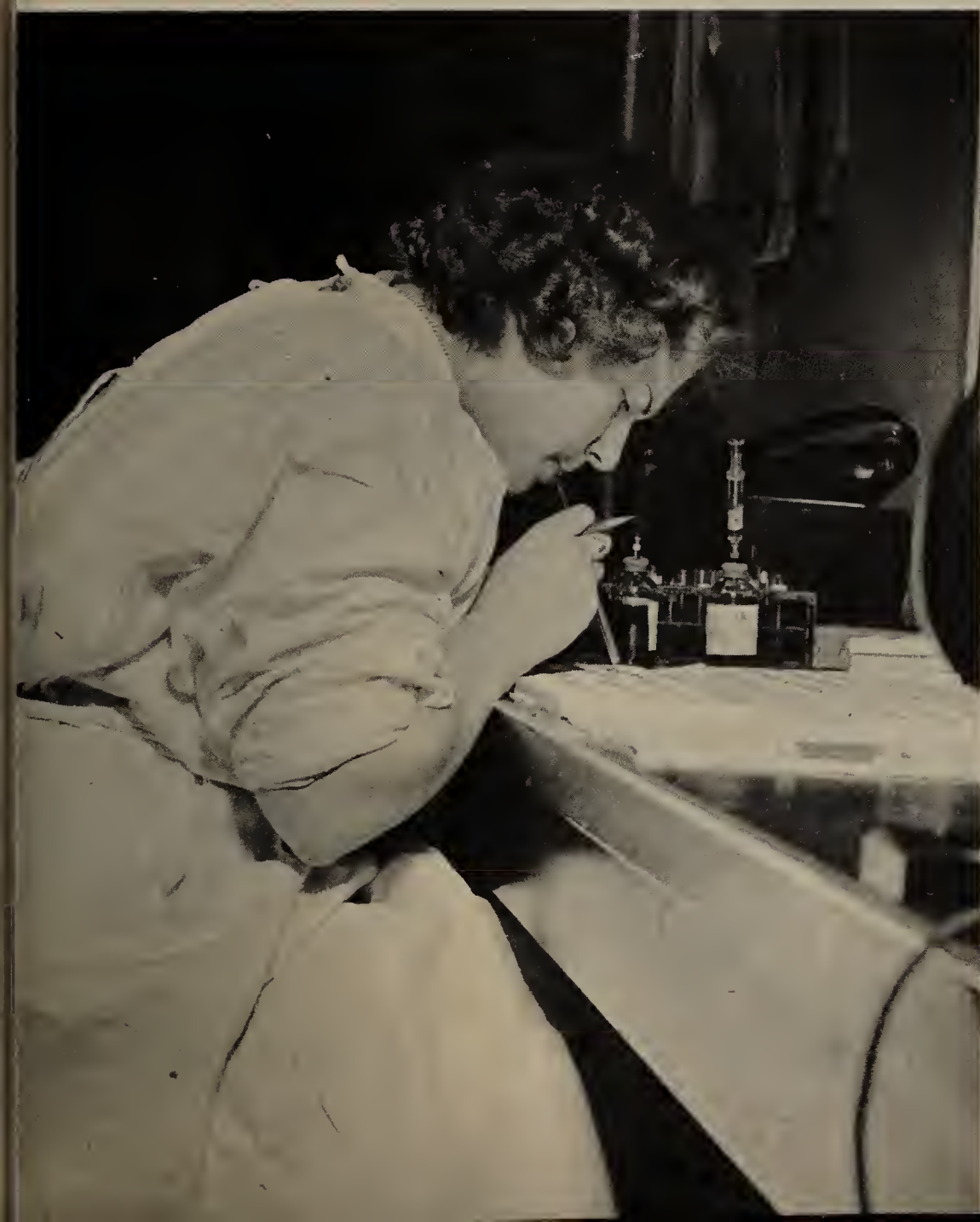


*"Shot."*





*Dental Dispensary.*



*Laboratory Analysis.*





*All-important Thermometer.*







*Cauterizing Hand.*



*Diathermic Treatment.*





*Dog Tags.*







*Podiatrist.*



*Chest X-ray.*



## SELECTION DEPARTMENT

THE Navy career of every Wave recruit is largely determined by the Selection Office. Here, on the basis of the Navy's quotas for specialized training and jobs, compiled by the Bureau of Personnel, the recruit is placed where she can best serve. She is given aptitude tests, lectures, demonstrations of special devices and individual interviews during the first nine days of her training. Then her final placement is determined by the Selection Officers, who consider her background qualifications, her Navy test scores, her personal preferences, as well as other factors about the recruit as an individual, before deciding how she can do her best job for the Navy.

While the greater part of the training school is organized to "make the recruit Navy," the Selection Office, occupied with its job of accurate classification, acts also in a liaison capacity between this activity and the destination of every recruit who leaves the station.

Since the establishment of the Selection Office, Lieutenant Ewald B. Nyquist has been in charge, and in the earliest days when women Marines and Spars were trained at this activity and interviewed by officers of their own Corps, their classification was coordinated with that of the Waves through Lieutenant Nyquist.

Staffed, at first, with Women Reserve officers and male Yeomen the office also employed, for the first three Regiments, the services of three male Classification Specialists. The entire staff succeeded with real pioneer spirit in doing everything from testing to filing. The only Wave officer aboard with previous Navy classification experience was Lieutenant (jg) Helen M. Strauss (then Ensign Helen May), who was at the Navy's school at Cedar Falls, Iowa when it was operated as a "boot" school.

In the first months of the "U.S.S. Hunter" 75-80% were sent to advanced training schools. That percentage has now dropped to 45-50%. However, the number of schools was limited in those beginning months. Many mechanical and aviation billets which opened later were responsible for the establishment of new schools such as aerial gunnery. The number of specialty ratings have also increased and many new direct assignment billets have been opened to Waves.

Those schools which have been in existence only since the last few Regiments came aboard are Aircraft Plotting, Aerial Camera Repair and Anti-Aircraft Gunnery. Among the new direct assignment billets are Accounting, Civilian Aeronautics Authority Ground School work, Radio Technician and Cartographer.

On the other hand, some of the schools have been closed. Two of the



oldest, Aviation Machinist's Mate and Aviation Metalsmith are no longer in existence but seamen on direct assignment at an air base may strike for these ratings.

Petty officer ratings are no longer given upon graduation from service schools, as they once were, although strikers have ample opportunity to advance in their jobs when the complement of their duty station permits. Trainees graduate from the service schools with Seaman 2c or 1c ratings.

The Classification interview has always been the most important phase of the Selection program. Now, with twenty Women's Reserve Classification Specialists and five officers, all highly trained in personnel work, the interviewing schedule averages about forty recruits an hour, giving every recruit from twenty to thirty minutes and much longer if her case requires the time. This is the initial interview which does not take into account re-interviews for special schools or the testing and lectures, all of which average ten hours of group and individual attention.

The infinite detail necessary to the classification of 1680 recruits every two weeks has been so conscientiously handled by the Selection Officer and his staff that 90% of the trainees get either their first or second choice of assignment. This accurate placement has been the aim of the office and has accounted in large measure for the success of the enlisted branch of the Women's Reserve.





*Arriving for First Selection Interview.*







*Selection Orientation.*



*Qualification Charts.*





*Hospital Corps Display.*



*Testing Scores.*



*Correlating Marks.*



*Wave Rates Identify Types of Service.*



## UNIFORM DEPARTMENT

UNIFORMING as it is done aboard the U. S. Naval Training School (WR) is unusual, not only in the Navy, but in the entire retailing world. The organization on this activity is without precedent and may well be a revolutionary step in merchandising.

The problem of clothing the Wave recruits was a confounding one to Captain Amsden when the geographical location of the school and the number of personnel, made completely impractical the Northampton method of uniforming — sending the girls downtown to a department store. Six retail stores in New York were licensed to purchase Wave uniforms, but from 1500-2000 recruits couldn't be sent to New York every two weeks to be fitted, go back within a week to be re-fitted, and perhaps once again to pick up their gear. As for wholesaling, the Navy flatly refused to go into the business of women's clothing, so issued gear was out of the question.

The Captain, with common sense observation, Navy logic, and complete disregard for the traditions of the retail world, calmly delivered the ultimatum that the stores were to pool their resources and operate as a unit at the training school.

After maintaining, at first, that this could not be done, within a brief period, Abraham and Strauss, Bloomingdale's, Loeser's, Macy's, Saks Fifth Avenue and Wanamaker's, had formed the Retailers' Uniform Agency, Inc. (RUA). As a unit, they purchase the stock of government approved uniforms which stem from the single wholesale market, Women's Naval Uniforms, Inc., where every piece of gear is inspected by the Navy. The Women's Naval Uniforms, Inc. was not organized, however, until the fall of 1943.

RUA, run as a single unit, is headed by a General Manager, Mr. Vactor Chambers, who was appointed by the Board of Directors of the agency.

Lieutenant (jg) Dorothy L. Leeds (then Ensign Samuelson) came aboard two days before the school was commissioned. She saw the hold of Davis that had been allocated by the Captain for RUA with little expectation that it would serve its purpose. It was, without pretense of being anything else, simply a basement. RUA had chalk marks on the deck. Within two weeks, the department, much as it looks today, was completed.

On 20 February, a "guinea pig platoon" was put through uniforming for timing. Thereafter, with very few hitches, the department was launched.

Uniforming is divided into three sections. The Controlled Section, which handles all scheduled uniforming and sells only government approved uniform items such as uniforms and raincoats, handbags and havelocks, is



staffed entirely with RUA employees and Waves. The Uncontrolled Sections are the Accessory Shops and the Shoe Department. Actually they both work in close connection with the Uniform Department. The Accessory Shops sell lingerie and Wave accessories for cash. The shoe annex sells regulation oxfords at scheduled times to recruits.

All civilians employed by RUA are hired by Mr. Chambers, with the exception of the fitters who come two days a week from their respective stores, as follows: Monday and Tuesday, Macy's and Wanamaker's; Wednesday and Thursday, Abraham & Strauss and Loeser's; Friday and Saturday, Bloomingdale's and Saks. Also working directly from their department store, employees are the clerks in the Accessory Shops. These stores also appear on a regular schedule as follows: one week, Abraham & Strauss and Loeser's; the next week, Macy's and Saks; and the third week, Wanamaker's and Bloomingdale's.

When uniforms are fitted by a store during the two-day fitting schedule, they are trucked downtown and brought back, completed, in exactly one week.

RUA also runs a workroom for the benefit of Ship's Company and Officers.

It takes two weeks to uniform each Regiment. Lieutenant Leeds, who acts as liaison officer between the Navy and RUA, sets the policies and fitting standards. Her assistant, Lieutenant (jg) June Heelan, has been with her from the beginning. Working with Mrs. Leeds and Mrs. Heelan are Wave Specialists who check the alterations to see that they conform to Navy standards.

Every recruit gets a 10% discount on all her purchases. In the summer when "boots" are issued two winter uniforms and two greys, as well as accessories, the bill generally comes to \$163.00, alterations about \$5.70. The average \$170.00 bill is paid by the recruit one minute after she is paid her uniform allowance of \$200.00, the remainder being used for any articles of equipment such as additional shirts, another uniform, whites, or lingerie.

Uniforming has not drastically changed, but constant changes have been made in improving, sizing, and increasing the supply of all articles of gear. Jackets are longer now, the raincoat and overcoat have been improved, and above all, Wave sizes now run in shorts, longs and juniors. Most radical switch has been from last summer's cotton gabardine "gremlin" to the grey striped seersucker worn today. The change at first was a drain on the stores who could hardly supply the 70,000 Waves already in the field and the new recruits coming in. The shirts were changed from yoke to button style because of the laundering problem (button shirts could be ironed by



machine). The new white handbag proves more practical than the white cotton cover that served as makeshift last summer. Hats now have snap-on tops, also for laundering reasons.

The main difficulties in Uniforming, aside from occasional lack of stock, are the difficult figures to handle, such as a stray 6'2" recruit, not accounted for in general sizes.

A typical Navy problem is trying to determine how much weight a "boot" will gain or lose during training. In addition, posture generally improves during this period, and straightened shoulders make jackets hang differently.

The net result is that every Wave leaves this school completely uniformed. This has been done with the complete cooperation of the Navy and civilian stores.

That the methods have been highly successful is best evidenced by the well-dressed Waves themselves.





*Hats, Bags, Hose, Ties.*



*First Day, First Hat.*





*Fitting Room.*





*Summer Grey Seersucker.*



*Dress Whites.*





*Winter Work Uniform.*



*Winter Dress Uniform.*



*Uniform Gear for Rainy Days.*



*It's Navy Blue and White This Season.*



## TRANSPORTATION

**T**HE Transportation Office provides transportation for recruits not only after they arrive in New York to report at the "U.S.S. Hunter," but also when they leave for advanced training schools or direct assignments after they complete the basic training period.

Every two weeks, when a new regiment comes aboard, the Transportation Officer arranges for each draft to be brought from its point of arrival in New York City out to this station. The First Lieutenant's trucks pick up and deliver the baggage according to instructions by the Transportation Office. In a period of thirteen months, this office handled well over 100,000 pieces of baggage.

The Transportation Officer, Lieutenant (jg) Elizabeth B. Larkin, makes all arrangements with the railroads. When drafts include fifteen people or over, a military routing must be secured from the Bureau of Personnel. Transportation for officers and Ship's Company who are transferred to other stations is provided by this office, as well as return transportation for officers and petty officers accompanying drafts.

When planning a routing for a draft, the Transportation Officer must check time schedules, dining and sleeping car facilities with every railroad line over which the draft will travel. She must also inspect railroad cars for cleanliness and safety. Naval personnel are entitled to Pullman for overnight journeys and coach for day travel. The railroads must be given advance notice of seventy-two hours for movements of drafts involving over fifteen people. The Transportation Officer also instructs and supervises all officers and petty officers meeting trains, subways and busses bringing incoming drafts.

The Transportation Office was set up by Lieutenant (jg) Larkin, under the supervision of Lieutenant George H. Thompson, Disbursing Officer (now Supply and Disbursing Officer). Miss Larkin, aided by one male storekeeper and two storekeeper strikers, had but three weeks to arrange for the first out-going drafts from this school.

As the amount of work become overwhelming, Lieutenant (jg) John Lynch reported here as Transportation Officer and Miss Larkin served as his assistant. Lieutenant (jg) Noel F. Bahrenburg, Ensign Frances Armstrong (a Spar), four yeomen and a Marine corporal were added to the office which in June, 1943, reached its peak of personnel — a total of four officers, three storekeepers, four yeomen and a Marine corporal.

As the task became systematized, the personnel was drastically reduced in August, 1943, and at present Lieutenant (jg) Larkin and two storekeepers take care of the tremendous volume of work passing through the Transportation Office.



"From Memphis to Mobile."



Draft Shoving Off.



## FIRST LIEUTENANT'S OFFICE

IN the early days of January, 1943, Captain Amsden began his conferences with the assistance of a representative from the Navy Department in the person of Lieutenant W. Hertrae. Conferences were held concerning the ways and means and methods that should be used in taking over the college buildings from the Board of Higher Education and the dormitories or apartment buildings from the various owners. For a while it was felt that these should be taken over by the Navy and operated completely by a Navy staff, but later it was felt that greater efficiency would be secured more quickly if the maintenance of the college buildings was continued under the existing civilian staff and that, due to the fact that the Navy personnel was not familiar with the operation of apartment houses, it would be much wiser to secure the services of a competent operating management company to take care of the maintenance of these barracks. Acting on this premise, the Board of Higher Education left its staff intact under the supervision of William Kohlman; and the services of Brown, Wheelock, Harris and Stevens were secured to manage the apartment buildings. This firm appointed as their representative Mr. A. E. Downing who has been the resident agent of this company from the beginning. This arrangement made the task of the First Lieutenant very much easier as he was relieved of the duties performed by the aforementioned organizations, and his task became one of administration, observation and liaison and authorization for new work as a representative of the Commanding Officer.

The Department of Justice had notices served on the tenants to vacate their apartments. Notices were sent also to all owners of apartment houses that the Navy Department would take over the buildings.

Lieutenant Commander Bert McCulloch, USNR, was ordered to the station with orders to serve as First Lieutenant. With his arrival the organization was complete, and all hands turned to at this point to expedite the removal of the tenants, the supervision of which was placed in the hands of Lieutenant Milton Lowenstein, acting with the Mayor's Committee. The Supply Officer in conference with the Commanding Officer and the First Lieutenant, and Mr. Downing, prepared the lists of all the equipment that would be needed to take care of some 6,000 expected recruits. Orders were placed by the Supply Officer for the beds, tables, chairs, lamps and in fact all of the material needed for any barracks. The first recruits were expected within a week after the last of the civilians vacated the apartment buildings, and it was a nip and tuck affair to get the necessary equipment in the buildings as fast as the recruits arrived. The margin was so close that the



First Lieutenant and his operational staff were never more than fifteen or twenty bunks ahead of the incoming drafts. All of this was affecting thirteen buildings. Later three more buildings were added, one for use as Officers' Quarters, and two for recruits. Approximately six months ago another building was added for recruits. In addition, the school has the use and a great deal of responsibility in assisting in the maintenance of the New York State Armory. The Naval Training School has also rented a garage where maintenance is necessary.

Within sixty days all the buildings were furnished and were being operated in a manner satisfactory to those in charge.

As the station continued to operate certain changes were made. One of the buildings known as "C" was turned over as barracks for Waves in Ship's Company, another building known as "O" was turned over to the male Ship's Company, and a third building designated as "H" was turned over to the Temporary Ship's Company, Cook's and Baker's School, and various holdovers that are here in transit.

In the beginning, the school operated on the basis of two regiments but now operates for three regiments. This has entailed constant problems for the operational staff due to the fact that there is no great interval in which to carry out repairs between the time when the new drafts arrive and the old regiments leave.

Another problem of an operational nature is the difficulty of securing the necessary fuel. At one time this activity was asked to change from oil to coal in some five buildings. One was actually done, another has the material here to make the change, but to date the change has not been insisted upon for the other three. These buildings were normally occupied by not more than 300 people, so with 600 or 700 recruits housed in them, and operating them on Navy schedules with the resulting demands on plumbing, there were a number of times when the water would not go above the third or fourth floor. This made necessary the almost immediate erection of new risers in several of the buildings. At this time the problem seems to be under control, although the threat of trouble still exists. Added to the above is the fact that many of the buildings were old and frequently, when a pipe line was exposed, as many as six or eight clamps in a fifteen-foot length would be found so that for the first six months these were continually being replaced with sections of pipe throughout most of the buildings.

The training school has been most fortunate in the methods used by the management company in securing six sub-contractors: carpentry and general repair, plumbing and steaming, tile, painting, electrical work and roofing. The work has been uniformly good and service very prompt.



All of the bills and expenditures of the management company, the Board of Higher Education, and the six sub-contractors had to be approved for accuracy and fairness of cost by the Navy Cost Inspector whose offices are at THIRD Naval District Headquarters. The representative at the station, Chief Storekeeper Edward Tracy, and the Civilian Inspector, William O'Leary, have an office on the station, and have expedited the payment of these bills. This has proved to be an ideal arrangement and has enabled the First Lieutenant's Office to feel a sense of security that was fully justified.

The school covers quite an area and in the early days there was a constant shift of offices. This called for a great deal of furniture moving and office changes. Many major improvements have been made and structures added to the station such as the enlargement of the amphitheater and the construction of a stage, development of the Little Theatre to serve as a broadcasting station, creation of the laundry and dry cleaning units, the erection of a gatehouse at the main gate with sentry booths at all gates, the building of a reviewing stand, construction of a drill field between the school and the reservoir, recreational rooms for the enlisted personnel, and above all the constant requests made by departments and offices in connection with the training program.

One of the most important divisions under the First Lieutenant's Department is the Transportation Division. As a new draft comes in every two weeks and another draft leaves practically at the same time, the baggage for these each averaging 2,400, in a week the Transportation Division has to take from the school to the railroad station, a distance of approximately ten miles, or deliver to the school, some 5,000 pieces of baggage. In addition, the usual transportation of material from the Navy Yard, and various points in New York City, keeps one truck continually employed. The equipment of the station at the present time consists of: 4 seven and a half ton van trucks, 3 station wagons, 2 ambulances, 2 rack body pick-up trucks, 1 bus, 1 Buick, the Commanding Officer's car. One truck is used exclusively for the mail, another one (sometimes two) is used continually for the laundry, and one truck used for the Commissary Department.

All the manual labor of the station is still done by male personnel and the First Lieutenant's Office has operated from the opening of the school with an insufficient number of men. Too much cannot be said for the steadiness and willingness of the male personnel attached to this station.

At the present time the staff of the First Lieutenant is approximately two officers and seventy enlisted personnel. The office staff consists of six: two officers, a Specialist (S) in charge of the barracks' Specialists, a Yeoman,



a Chief Boatswain Mate in charge of male personnel, and a Chief Motor Machinist's Mate in charge of transportation. This staff has been in the department almost from the start. All understand their functions perfectly and operate quietly and efficiently. It is hard to single out any one of them as deserving of unusual praise but yet it cannot be emphasized too strongly how much of the smoothness of operation is due to the years of experience and tact of the Boatswain of the Yard.

Every building has assigned to it a Specialist (S) who is responsible for the maintenance of her particular building's operation through the superintendent who is under the direction of Brown, Wheelock, Harris and Stevens. The rest of the staff are the men who have already been mentioned, and a few qualified Wave drivers.





*Garage, Trucks, Crew.*







*Loading Linoleum.*



*Rolling Lawnmower into Garage.*





*Flour Sacks.*



*Unloading Tinned Goods.*



## SUPPLY DEPARTMENT

ONE of the biggest tasks in connection with the opening of the "U.S.S. Hunter," in February, 1943, was the procurement of furniture and equipment for the thirteen apartment houses taken over by the Navy for the housing of some 5,000 Wave "boots." The Supply Department's function was to obtain bunks, mattresses, lockers, mirrors, student tables, lamps, etc., for these barracks as well as equipment for the mess hall, gymnasium and offices.

Most of the barracks furniture was contracted for with department stores, although some "strip ship" material, now in Buildings C, O and Officers Quarters, was procured from the Navy. Much of the office equipment was taken over from Hunter College on a lease basis.

Stowage conditions were critical when thousands of bunks, mattresses and linen began arriving before the apartment houses had been completely evacuated by civilians. Lieutenant Commander (then Lieutenant) Herbert S. Schwab solved the problem by stowing the accruing furniture in Davis Hall until it could be moved into the barracks.

The Supply Department orders all supplies for the station including food supplies, general stores, clothing and small stores and specialized equipment for training. This department can purchase directly anything up to \$500. Over that amount, it must be contracted for by the Bureau of Supplies and Accounts in Washington. All supplies must be checked in by the Supply Officer, who is also responsible for checking all bills.

When Lieutenant George H. Thompson came aboard as Disbursing Officer on 1 February 1943, an accumulation of unpaid bills was waiting for him and a skeleton crew of Ship's Company, also unpaid. He immediately requisitioned funds from Washington, took care of the bills, and held pay day on 4 February.

The early days were hectic. No Storekeepers had been assigned, so Yeomen were borrowed from other offices and trained for the work. Navy regulations require that public funds be protected with firearms, and Lieutenant Thompson made a rush trip to Brooklyn Navy Yard to get them. To add to the confusion, the office was changed every day for a week, which involved moving all the furniture including an old safe formerly owned by Hunter College.

When the first draft of Storekeepers arrived, ten men and one Wave, only the Wave was acquainted with Navy storekeeping methods. The men had been rated on completion of "boot" training, and were accordingly given intensified instruction by Lieutenant Thompson and the Wave. In



March, 1943, a group of Yeomen arrived from Cedar Falls. Tremendously interested in payroll work, they asked to have their ratings changed to Storekeeper. Lieutenant Thompson and fellow officers organized a course of instruction for all hands, writing their own material for it.

For a time, the need for officers in Disbursing was serious. Then the Bureau of Supplies and Accounts sent four officers, en route to the Navy Supply Corps School at Harvard, to this station for temporary duty. The experience proved so valuable that the Bureau continued to send officers, thirteen having passed through the "U.S.S. Hunter" Supply Department to date. Following a somewhat similar policy for enlisted personnel, the Bureau of Personnel has sent about twenty enlisted men here for training before proceeding aboard ship. This office has also been used as a proving ground for a new simplified form of pay procedure which is expected to reduce Disbursing Office personnel by one-third and possibly, one-half.

High standard of morale is maintained in Disbursing by a rotation system, whereby every three months personnel are given the opportunity to request a change of duty within the office. Unless the change would make for inefficiency, the jobs are rotated according to these requests, giving the personnel experience in every phase of the work.

Wave Storekeepers have done such a superb job that Lieutenant Thompson anticipates an entire Wave Storekeeper personnel in both Supply and Disbursing, with the exception of two men needed for heavy work in the Storerooms.

When Lieutenant Commander Schwab was detached on 20 May 1944, Lieutenant Thompson took over as Supply and Disbursing Officer. Lieutenant (jg) Raymond Hager served until he was detached as Assistant to the Supply Officer, and Assistants to the Disbursing Officer are Lieutenants (jg) John C. Harley, Claire T. Harman and Acting Pay Clerk Francis J. Nelligan.

In addition to Supply and Disbursing, the Supply Department includes the Transportation, War Bond and Insurance, and Commissary Offices. The last three are described in succeeding articles.





*Morning Muster.*



*Pay Line.*





*Pay Records.*



*Addressograph.*



*Men's Small Stores.*



*Clerical Work.*



## COMMISSARY

**D**IVISION "X," by far the biggest portion of the Supply Department of the U. S. Naval Training School (WR), Bronx, New York, is an often forgotten, but very necessary group to the well-being of recruits and Ship's Company alike.

When the Navy first took over, with Lieutenant (jg) G. R. Blosser, USN, as Commissary Officer, the "U.S.S. Hunter" was equipped to feed about 1,500 people a light lunch in the middle of the day, the Lunch Room then being located where the Mess Hall is now, and a Faculty Lunch Room occupying the spot which is now Officer's Mess. Cooking equipment was by comparison almost non-existent, and storage space was at a minimum.

Within twenty days it was necessary to expand the existing facilities to accommodate 5,000 people and serve them three meals a day with a diet adequate to satisfy healthy appetites brought on by marching and hard work. Refrigeration space for fresh provisions and meat was rented from a commercial agency nearby. Advance supplies of food were stored in this space and chill boxes were built to keep the immediate needs on board. Fresh provisions were obtained from the Army-Navy Pool, Quartermaster Corps, in the Navy Market Office, while dry provisions came from the Bayonne Naval Supply Depot, and the miscellaneous provisions such as ice cream, cake and other extras were made under contract. There was no bake shop at that time, although one has recently been established and is turning out all the bread and cake and other baked goods required.

In spite of the difficulties encountered, the Captain set as a challenge to the Supply Officer the task of putting a turkey dinner on the table for the first regiment of recruits for their first meal. By the time the recruits reported on 17 February 1943, the challenge had been met. The turkey dinner was ready to serve. Then began the process of providing three square meals a day for everybody. For the recruits the chow line was put on a schedule so that one company, 240 recruits, is served every five minutes and each girl has about 23 minutes in which to eat. The problem of what to serve for such a big group of women was something which had not been encountered before by ship's cooks accustomed to preparing chow for Navy men. It was soon apparent that women preferred less meat, more vegetables, more salads and fruits. Beans for breakfast were definitely not in demand, so menu planning had to be geared to suit the needs and tastes of Waves. Great use was made of frozen vegetables and one of the favorite meals is an all vegetable plate made up of these frozen products.



In addition to feeding both recruits and Ship's Company, the Commissary Department has had an integral part in the training of a number of Waves who had received their recruit training here. In August, 1943, a Cook's and Baker's School was established with about thirty graduates a month, each of whom had taken a sixteen weeks' course covering all the phases of cooking and baking required of ship's cooks and bakers, with particular emphasis on practical work in the galley. Instructors are for the most part home economics graduates who are rated as Ship's Cooks in the Navy. Eight subjects are taught: baking theory, cooking theory, arithmetic, spelling and English, nutrition, menu planning, Commissary organization, and body mechanics. Of the classes graduated, ten per cent may be rated as Ship's Cooks. Many of the girls graduated from Cook's and Baker's School have replaced male personnel here or at other Naval activities and they have been very successful as long as there are enough men still in the galley to provide the necessary muscle. It is, indeed, gratifying to see the skill with which Wave butchers, Wave cooks and Wave bakers handle jobs long considered man-sized. The Commissary Division, since the establishment of the station in January, 1943, has witnessed the replacement of men by Waves from an almost all male department when the station opened, to a department headed by a Women's Reserve officer, Ensign Lois Weiler, who replaced Lieutenant (jg) Mary K. Brown when the latter was detached, and staffed by about 60 per cent Waves and 40 per cent men.





*Winter in the Mess Hall.*





*Roasting.*



*Meat Grinding.*





*Getting Ready for the Oven.*



*Cook Learns about Cuts.*



## SHIP'S SERVICE

ONE of the most popular haunts for recruits, Ship's Company and officers is Ship's Service. First of all there is the Ship's Service Store where the seamen can purchase toilet articles, stationery, candy, cigarettes and magazines, day-to-day necessities, and a few gift items and luxuries. The other activities surround the store and have grown up from the beginning of Ship's Service, which almost coincided with the opening of the School in February, 1943. These are all owned and operated by the department. The Beauty and Barber shops occupy one wing. There is a shoe shine corner where shines are free and a counter for the purchase of travelers' checks and film, and a service for check cashing. The "Betty Boot Smokehouse," where the recruits may buy anything from a sundae to a doughnut, and the three canteens (one for civilians, one in the smokehouse for the "boots," and a third for Ship's Company and officers) occupy the other wing. Another popular and necessary activity is the cobbler shop where overnight repairs are made, and where shoes are repaired while you wait. Completing the activities on the first deck is the busy Photo Studio where individual portraits are taken and where there is an amateur film developing service available. This is the distributing center for section photos, group pictures, and review and station shots. All but the amateur film are developed on the station. Situated in other parts of Davis Hall and in the Gymnasium Building are the hat blocking service and the dry cleaning and laundry service, which has an exceptionally large volume of business.

Ship's Service was originally started by two Wave officers, both of whom had had extensive business experience. Together with a line officer, who came to the Department a month or so after it was organized, they were responsible for the expansion of the services to include almost all now in operation and to meet adequately the needs of the "boots." One of the original officers is now Navy Representative at the Army Exchange Service and has been of valuable assistance to the Ship's Service Department in many ways. Another of the original Wave officers has recently become Assistant Ship's Service Officer in one of the largest Ship Services on the West Coast. Two Wave officers, Lt. (jg) Dorothy Ward and Lt. (jg) Lucretia Ulmer, now direct the operations of the Department.

The Ship's Service Department operates under the Commanding Officer and according to regulations set down by the Bureau of Naval Personnel, the Commandant of the THIRD Naval District and the District Ship's Service Officer. It is designed, to quote from department regulations, as a "convenient and reliable source from which Naval Personnel may obtain



articles and services essential to their well-being and, through accrued profits, to supplement the welfare and recreation funds derived from other sources." The profits are limited to a net annual profit of ten per cent. Because the volume of business often yields enough adequately to supply the Welfare Fund, the average of profits is usually lower than ten per cent. Each month, according to a prescribed computation, the Welfare Fund receives its share of the profits derived from all Ship's Service activities. From this fund, administered by the Commanding Officer, are supplied the recreational movies, band, drum and bugle corps equipment, and other sports and recreational gear.

Accurate records are kept by the Ship's Service Department. Goods are inventoried and the books audited by boards appointed by the Commanding Officer. Monthly and semi-annual financial reports and reports of priorities issued and insurance coverage are made to the THIRD Naval District and the Bureau. The privilege of using Ship's Service is extended to all military personnel on active duty, and in some cases those who have retired from service. No civilians except dependents of Navy, Coast Guard, or Marine personnel are permitted to use the Ship's Service activities.

The Ship's Service Store, which began in the same large room it now occupies with a few tables and a desk, is now a handsomely equipped modern store. Its merchandise is attractively presented in blonde wood cases trimmed with blue. The deck is covered with terra cotta battleship linoleum. The colorful fixtures, however, are workmanlike as well as pleasing to the eye. Sales in the store have always been good since the recruits seldom leave the station during their six-week stay and their various needs must be met. Low prices are another attraction. These are made possible not only by taking advantage of Army Exchange price agreements and Navy Purchasing contracts, but also because of the extremely low mark-up on merchandise. Over the period of its development a definite price policy has evolved in the Ship's Service Store. Necessities and items contributing to high morale and comfort (like cigarettes and books and magazines) are sold at cost or below, while the nominal mark-ups continue on the luxury items such as leather goods, military jewelry, candy and fountain concoctions.

The volume of sales in the store has tripled from \$37,000 in July of 1943 to \$113,000 in May of 1944. This increase is very likely due to the fact that store buyers have been able to procure the merchandise needed most and also to the fact that the items are displayed and presented attractively. Such necessities as cleansing tissue, soap, and shampoo are hard to keep on the shelves. Dog tag chains and bracelets are in great demand on



the day the recruits are issued their identification tags. It is amusing to note that three times as many bars of candy are sold as bars of soap. Luggage is a popular item too: \$30,000 worth of it is purchased in a month at one-half the prices charged in civilian shops. The smokers here buy at least 60,000 packs of cigarettes a month. Some 20,000 boxes of stationery go over the counter in the same period. In a single day about 1,800 sundaes, sodas and "cokes" are sold at the store and "Betty Boot" fountains. The chocolate walnut sundae is the outstanding favorite with "boots," while Ship's Company buy quantities of "Californias," a milkshake made with four scoops of ice cream.

Well over a thousand different items are carried in the store, ranging in variety from adhesive plaster to wallets, greeting cards, fountain pens, girdles, tennis balls and most popular books of the day. These items have been carefully selected by the officer buyer and Ship's Company crew over a period of time with an eye to their usefulness, their morale building aspects, and in some cases downright appeal.

The Laundry which is managed by Boatswain's Mate 1c Arthur Donaldson, who has had laundry experience in the Navy ashore and afloat, turns out 40,000 pounds of laundry a week and 3,000 pounds of dry cleaning. Male crew, according to Naval tradition, get the best prices as far as laundry goes. They get uniform laundry done rough dry at the flat rate of 50 cents a month. Women's Reserve crew also get the benefit of reasonable reductions. The Laundry does barracks laundry, gym uniforms, towels and bathing suits. In addition, the Laundry does barracks linen for Manhattan Towers, THIRD Naval District Waves barracks at 76th Street and Broadway.

Although Wave seamen hats are cleaned and blocked in the Hat Blocking Service, it is the officers' hats that steal the limelight. Ship's Service is the only place in the country equipped to block officers' hats. Consequently, these pour in constantly from California, Florida, Oklahoma, Kansas, etc.

The Beauty Shop, operated by the Navy since February, 1944, is managed by a civilian and a Wave, Seaman 1c Duncan. The Beauty Shop does everything except hair bleaching and dyeing, and is staffed with civilian employees. It can handle about 200 appointments a day and is equipped to turn out 20 permanents. Shampoo and set is reasonably priced at 75 cents. A hair cut is 25 cents.

The Cobbler Shop has been run by the Navy since 1 June 1944, and managed by the Saso brothers. It is always a beehive of activity. Many hundreds of new soles and heels are put on the shoes of recruits who have worn them thin in drill, marching from activity to activity, and passing in



review each Saturday. Here the "boots" can have a tight shoe stretched, the tongues padded and the heels lined. Repairs to luggage are also made in this shop. Cobbler Shop personnel work early and late to make the comfortable Navy black oxfords like new.

Traditional to the station are the employees of the Coffee Shop who are almost entirely the civilians who worked in the Hunter College faculty cafeteria. Mr. Joseph Hogue runs the Coffee Shop and since 1 May 1944, when the Navy took ownership he has been assisted by Specialist (S) 2c Vera Lombardi. Major charm of the Coffee Shops in Davis and the Officers' Lounge in Gillet are the doughnuts that come sizzling out of the doughnut machine at the rate of 720 a day. Fruit juices, the usual beverages, ice cream, sandwiches, salad plates, coffee cakes, layer cakes and pies are dispensed.

Newest acquisition (1 June 1944) of Ship's Service is the Photo Studio which does personal portraiture, section pictures, review shots, station shots, apartment group photos, and special events. A section picture sells for 25 cents, group photos for 50 cents. There is a dark room, developing room, studio drying and assorting room, all fully equipped with the most modern apparatus. One company of 240 often orders over 500 prints of its section picture. The Photo Studio manager, Photographer's Mate 2c McGettrick, works his crew early and late to turn out this large volume of work.

Vending machines of cigarettes, "cokes" and candy, are primarily for the benefit of the civilian employees who cannot be served in the store.

With concern for the welfare of the "boots," the Captain late last summer, 1943, ordered the opening of the Building L annex to Ship's Service. Six days a week from 1900 to 2100 except Sunday several hundred recruits file through this self-service store which was started primarily so that recruits could purchase ice cream. Although candy, cigarettes, and emergency necessities have been added to Building L store, 10-cent "dixie cups" are sold at the rate of 1200 a night. The demand is still greater than the supply.

American Express Travelers' checks are sold to all station personnel. This counter is especially popular on the day a regiment of "boots" is paid its uniform gratuity, since Brigade officers stress the security of funds as a necessity. On one of these days, the total value of checks purchased runs as high as \$40,000. The checks are also much used by officers and enlisted alike when going on leave or when taking a draft of recruits to their next station.

Although electric shoe shines are now free, they always have been a much patronized enterprise. Mr. Frank Taylor and his assistants are kept very busy when the weather is fair, before review and inspection, and before



a regiment leaves. This corner is quite a social gathering place and its purpose in keeping with the solid Navy tradition of being at all times "shipshape and seamanlike."

From a total personnel of two officers and several Waves, Ship's Service has expanded to a point where although there are still only two officers, 78 enlisted men and women and 50 civilians are needed to carry on the operations. This does not include 27 Outgoing Unit assigned every two weeks. Of the enlisted personnel, only 13 are male, the others being Waves who are either rated or Seamen 1c. The majority of those rated are Storekeepers, but there are also a Boatswain's Mate 1c, Photographer's Mate 2c, Specialist (S) 2c, and several Yeomen. Two factors peculiar to Waves in Ship's Service Departments account for the small number of rated personnel. There are few authorized Ship's Service ratings for Waves and this department is one in which it is possible to employ civilians. A fortunate compensation is the regulation which permits the paying of bonuses to Navy personnel in Ship's Service Departments because of the responsibilities beyond their rates which they assume and longer hours they work. Bonuses may go as high as \$75 monthly, but the overall department average may not be higher than \$50. Here bonuses have been set up on a basis of the position held.

The department is proud of its personnel, familiarly known as "plank-owners." These are the "old timers" who have been in the department since its inception. They have done much to set traditions for hard work, pleasant service and accuracy of detail, all of which has resulted in a feeling of unity and esprit de corps. Two of the original members of the Bookkeeping staff have gone into officer training and one of them is at the present time a Ship's Service Officer on another station. These "plank-owners" now occupy positions of heavy responsibility in the Department, such as Accounting Office Manager, Buyer for the store, Store Sales Manager, Cashiers for the funds of the Department, Manager of the department Coffee Shops and Fountains, and main office Yeoman. In the fall of 1943, more enlisted personnel were added who greatly eased the pressure of detail for the "plank-owners," and made for greater efficiency and better service.





*Cosmetics, Fountain.*







*Photographic Service.*



*Magazine Section.*





*Cobbler's Shop.*



*Shoe Shine.*



*Pressing Service.*



*Ship's Service Storeroom.*





## OFFICER OF THE DAY

**W**ITHOUT question, one of the busiest offices at the "U.S.S. Hunter," is that of the Officer of the Day whose function is to insure the maintenance of station routine, security, and correct muster reports. Under these general duties come a multitude of complex details that keep the Officer of the Day, Lieutenant (jg) Mildred Fitzgerald, a staff of Yeomen, messengers and drivers, and officers, standing the night Officer of the Day duty, constantly at work.

When this station was first established, the security and routine were in different hands. Three male Duty Officers, Lieutenant Howard Vierow, USNR, Lieutenant Burton Taylor, USNR, and Lieutenant Charles Freese, USNR, rotating the duty, represented the Commanding Officer. They were responsible for the station security, the keeping of the Log, the keys to the station wagons, and until the advent of Marine Major William Walter Buchanan as the first Provost Marshal in March, 1943, the keeping of prisoners.

Lieutenant (jg) Mary Rex, who was a Regimental Commander waiting for her first Regiment to come aboard, was the first Officer of the Day. The duties of the office, at that time, were distributing schedules, answering inquiries about seamen, answering all the questions on the routine of the station and notifying the buildings about any break in the schedule.

When Lieutenant (jg) Rex returned to her Regiment, Lieutenant Marie McDonnell, assisted by Lieutenant (jg) Emily Walters, became Officer of the Day. Other senior Women Reserve officers rotated the night duty between them, working in shifts from 1730-2400 and from 2400-0800. A number adequate for one in each barracks stood the duty, the senior member of that group taking the Officer of the Day duty in what is now the Provost Marshal's office.

In June, 1943, a new routine was established whereby three senior officers and four junior officers rotated the Officer of the Day duty. The Senior Officers were Lieutenant Marie McDonnell, Lieutenant Dorothy McClusky and Lieutenant (jg) Mary Louise Larmore.

This organization continued until the training school routine began to function smoothly. During the summer of 1943, the Duty Office was abolished and a Duty Commander took over in case of emergencies. The Officer of the Day assumed the Duty Officer's duties in regard to security (except those of the Provost Marshal), the rough log and the station wagons. The Distribution Office was set up separately to distribute schedules and the Brigade Duty Office\* was established to handle inquiries regarding seamen.



At the end of September, 1943, Lieutenant McDonnell was assigned to the Executive Officer's Office and Lieutenant (jg) Larmore took the 0800-1730 duty as Officer of the Day. At the same time, the Women Reserve officers who were heads of departments and offices rotated the night Officer of the Day duty.

The responsibilities of the Officer of the Day in regard to station routine alone are too numerous to set down here in their entirety. Among the duties, however, are the instruction of the Color Guard, which changes every two weeks, six members of the senior Regiment being assigned to the duty, responsibility for ceremonies — making colors, retreat, seeing that flags are broken for Admirals and foreign dignitaries when they come aboard — instructing the seamen who make ship's bells, routing station wagons, checking on all personnel reporting on restriction, for duty, for transfer, discharge and detachment; security of found valuables over night, responsibility for confidential material kept in the safe, the keys of the station; personally interviewing all returned AOLs and AWOLs; making decisions on when to waive restrictions on recruits' guests. All these are regular day to day work for the Officer of the Day personnel.

The Officer of the Day must, in addition, eat in general mess and report on the quality and quantity of every meal. She logs out leaves, receives and records the reports of barracks security on the hour, checks on all personnel discharged from Sick Bay and the Brooklyn Naval Hospital, signs temporary orders on drafts and maintains a station wagon log. The night Officer of the Day makes a tour of duty after taps, testing the doors on all barracks.

The Officer of the Day's Office has an answer for every question. At an activity of this size, the questions are never ending.

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\* The Brigade Duty Office has been discontinued.





*Morning Colors.*







*"... It Is Approaching Eight Bells."*



*Making Ship's Bell.*



## RED CROSS OFFICE

**M**ISS RUTH NEUMANN in her Red Cross uniform has been a very important cog in the machinery of the "U.S.S. Hunter" since it was commissioned 8 February 1943. She has been here to help service women just as she helped service men in Army camps for five years before she came aboard with the Navy.

Learning about the Navy, particularly the Women's Reserve, was an experience Miss Neumann will never forget. Women she has found to be more curious than men, never accepting a statement without wanting to know the reason. She has found, too, that women's varied emotional reactions make work with them more challenging.

Red Cross work in military service is actually liaison duty between the service man or woman and the local Red Cross unit doing home service work. It is through these units that Miss Neumann confirms illnesses and deaths in emergencies. When these and other emergencies are verified, funds, if needed, are advanced by the Red Cross.

Family problems adjusted at a distance are a major part of Miss Neumann's work: reassuring husbands and sweethearts who disapproved of their women entering the service; alleviating problems that arise after a woman has enlisted, such as illness in the family, lack of sufficient financial support. All these are confirmed and investigated by the Red Cross and proper procedures are then begun with Naval authorities to grant leave or discharge as the case may be.

In cases of under-age enlistments and medical discharges, Miss Neumann has special problems, the greatest of which is helping to adjust the young woman to her return to civilian life and perhaps locating her in a suitable job.

Since July, 1943, Miss Neumann has been assisted by Mrs. Pearl Rosenthal and Mrs. Jane Ives who handle discharge cases during the day. This service comes under the Mental Hygiene Unit established at that time.

In all her work, Miss Neumann cooperates closely with the Chaplain's Office.





*Red Cross and Chaplain Work Together.*



*Problems at Home.*



## WAR BOND AND INSURANCE OFFICE

**A**LL purchases of War Bonds and Government Insurance, as well as allotments for them, are in charge of the War Bond and Insurance Officer, Ensign Lillian E. Cuff, who serves under the Supply Department. The office was formerly held by Lieutenant (jg) Lucretia Ulmer.

The War Bond and Insurance Officer gives an insurance lecture to all recruits going through the "U.S.S. Hunter," explaining in simplified terms what government insurance is and how an allotment may be made out. A similar lecture is given on War Bonds. Recruits may ask questions at the lectures and are given preliminary forms to fill out. The formal applications are typed up from these forms and are sent to the barracks for the recruits' signatures.

Approximately 83.4 per cent of the recruits take out insurance, averaging a \$5,000 policy per person. Bond allotments are made by approximately 88.4 per cent of the "boots" mainly for a bond every three months.

War Bonds totalling \$21,000 were bought by station personnel during the Pearl Harbor Day Bond Drive (7 December 1943) and \$22,443.75 worth of bonds during the recent Independence Day Bond drive. Allotments for officers increased from 69 per cent during the Third War Loan drive to 89 per cent in the Fourth and Ship's Company increased from 53 to 63 per cent for the same period.





*The Commanding Officer Leads the Line for Bonds.*



*Filling Out Insurance Papers.*



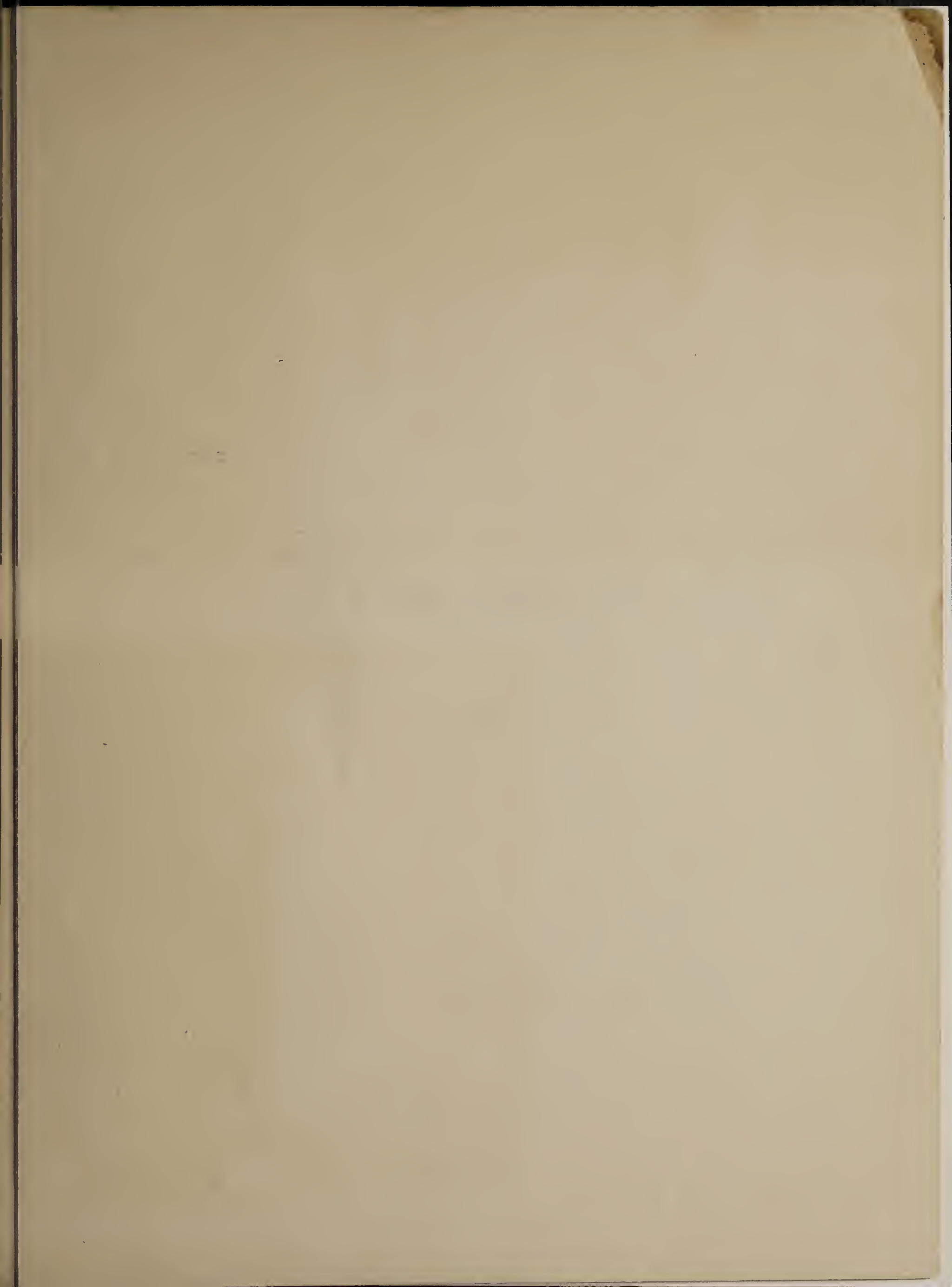


*Bond Show for Civilians.*



*A Yeoman and Musician Sing with the Band.*

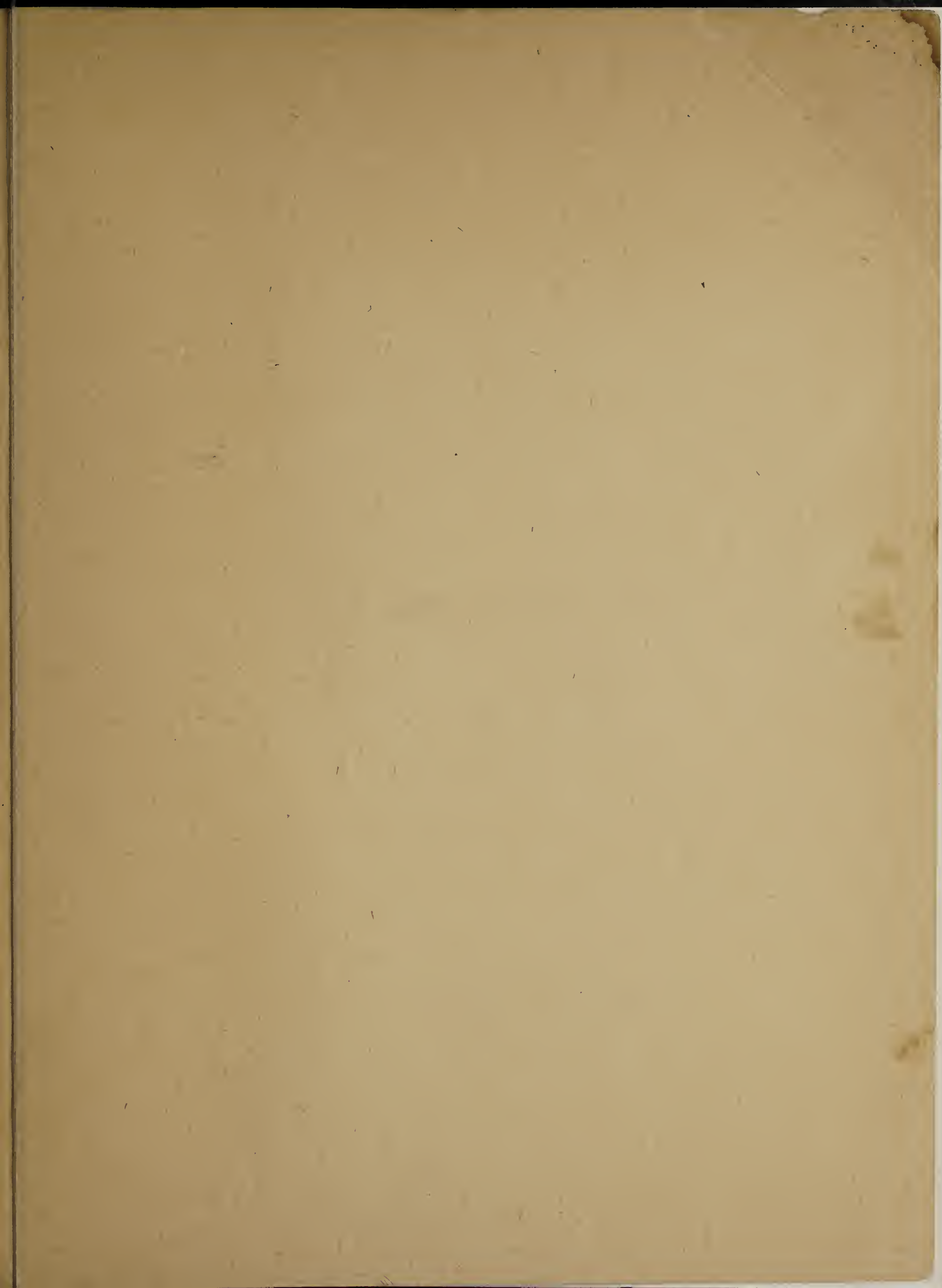








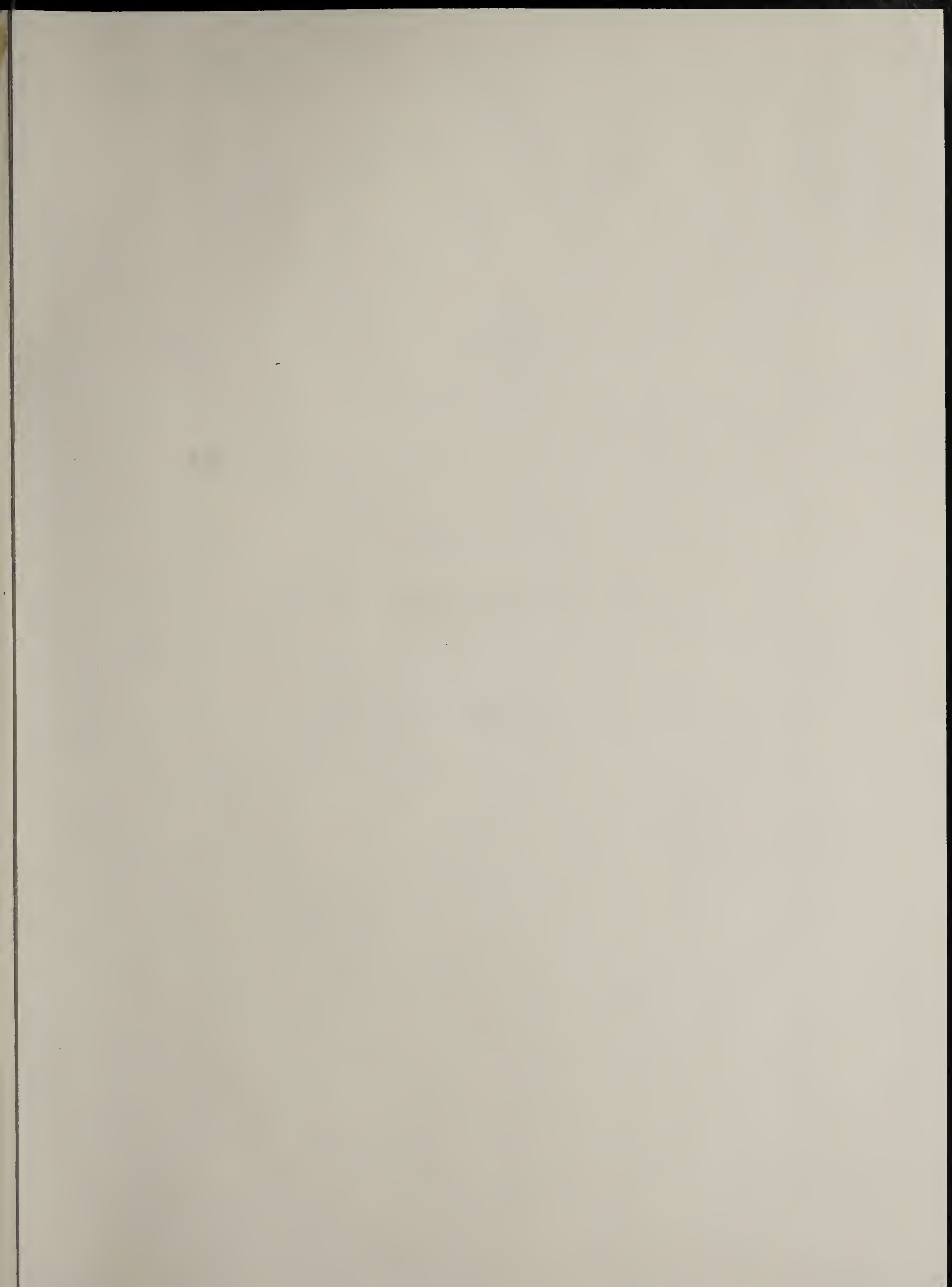


















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